

**SAINT ALBERT CATHOLIC MIDDLE & HIGH SCHOOL**  
**STUDENT/PARENT HANDBOOK & CODE OF CONDUCT**  
**2017-18**

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**CODE OF CONDUCT**

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## **SECTION I: MISSION STATEMENT**

The mission of Saint Albert Middle & Senior High School, a school committed to Jesus Christ through the teachings of the Catholic Church, is to foster spiritual, moral, physical, and intellectual growth by providing quality educational opportunities for all students. We believe:

- a welcoming and nurturing environment is desired for everyone
- a relationship with God is essential for everyone
- persons with Christian attitudes have the ability to contribute positively to family, church, and society
- quality education is the product of the cooperative efforts of school, home, and parish
- our school exists for the students and faith community
- every person has importance and dignity worthy of being recognized and respected
- a comprehensive education is important in the enhancement of life
- excellence demands commitment
- responsibility is necessary for success
- technological skills are necessary for the future
- all students are capable of learning
- personal well-being is important to learning
- learning is a lifelong process

### **CATHOLIC FAITH**

- To foster the moral and spiritual development of each student.
- To teach and demonstrate the value and beauty of serving humanity as a way to self-fulfillment.
- To develop in each student a realization of one's inherent value and essential role as a parish community member.
- To become aware of the Church's role in the world.
- To help the student identify and assimilate Christian values.
- To experience worship as a faith community.
- To build community.
- To enable each student to establish a lasting personal relationship with Jesus Christ.

### **SAINT ALBERT CATHOLIC SCHOOLS PHILOSOPHY OF EDUCATION**

The purpose of Saint Albert Middle & Senior High School is to educate our children in the Catholic faith, the academics, and their responsibilities to humanity. We instill these qualities in our students in the classroom and through their participation in extracurricular activities, faith formation events, and community service.

We believe the Catholic tradition is integral for Saint Albert Catholic's existence and is developed through opportunities for worship and the building of community, through the faith and the example of Saint Albert's personnel, religious instruction, worship and through the local parish and church communities.

Academically, the Saint Albert Catholic Schools serve the total student by providing a strong academic curriculum on campus including access to online, advanced placement, and dual credit college coursework.

We teach through the example of Christ those Christian attributes which include respect for all life, service to others and citizenship.

Our extracurricular programs provide students with opportunities to develop their talents, leadership, discipline, and self-esteem. These programs enable the development of well-rounded individuals who possess the skills needed for a lifetime of contributions to family, church, community, and society.

### **RESPONSIBILITIES TO HUMANITY**

- To provide opportunities and experiences which emphasize the heritage, the responsibilities, and the privileges of American citizenship.
- To help the student grow in awareness of the basic call of Christians to be of service to others.
- To expand each student's awareness toward the needs of others locally, regionally, nationally, and internationally.

## **NOTICE OF NONDISCRIMINATION**

It shall be the policy of the Diocesan Board of Education that, in admission of students, employment of personnel and operation of athletic programs, schools shall follow practices that do not discriminate on the basis of sex, religion, race, national origin or disability as defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Participation in educational programs and extracurricular activities in all schools shall be in compliance with Title VI and Title IX of Education Amendments of 1972.

## **GENERAL SCHOOL CONTACT INFORMATION**

School Name: Saint Albert Catholic Schools Middle & Senior High School

Address: 400 Gleason Avenue, Council Bluffs, IA 51503

Mascots: Falcons and Saintes

School Colors: Green and Gold

Administration Telephone Number: 712-329-9000

Administration Fax Number: 712-328-0228

Middle/High School Telephone Number: 712-328-2316

Middle/High School Fax Number: 712-328-8316

Middle/High School e-mail address: [hsoffice@saintalbertschools.org](mailto:hsoffice@saintalbertschools.org)

## **ADMINISTRATION**

David Schweitzer	President
	Building & Maintenance Supervisor
Cindy Assmann	Campus Minister
Cathy Faurot	Cathy Faurot
Lyn Bowers	Financial Assistant
Karen Hander	Nutrition Services Director
Fr. Bright	School Chaplain
JoAnn Jensen	School Relations Manager
Lisa Gronstal	Scrip Program Coordinator

## **MIDDLE/HIGH SCHOOL ADMINISTRATION**

Paul Hans	MS/HS Principal
Ken Schreiber	Asst Principal/Activities Director
Kathy Jennings	Guidance Counselor (MS)
Kathy Beckman	Guidance Counselor (HS)
Cecilia Hallstrom	MS/HS Office Manager
Libby Cerny	Secretary (MS/HS)

## **SUPPORT STAFF:**

Tyler Olderog	Technology Services
Janice Bart	Nutrition Services
Shirley Chullino	Nutrition Services
Micala Dillehay	Nutrition Services
Shawna Hawkins	Nutrition Services
Jo Klein	Nutrition Services
Penny LeVier	Nutrition Services
Brent Fauble	Building Maintenance
Rosemary Mahoney	Building Maintenance

Bob Marsh	Building Maintenance
Ken Tews	Building Maintenance
Keith Wirtz	Building Maintenance

## **FACULTY**

Regina (Joanie) Albury	Mathematics
Cindy Assmann	Theology/Campus Ministry
Fani Baraja	Teacher Assistant (Spanish)
Kathy Beckman	MS/HS Counselor
Jeanne Burns	Library/Media Services
James Cairney	P.E./Health
Ann Coombs	Language Arts
James Easterling	Social Studies
Gwen Fisher	Foreign Languages
Ben Holling	Social Studies/Boys Basketball
Jeremy Hulshizer	Math/Science/STEM
Kathy Jennings	MS/HS Counselor
Melinda Keenan	Language Arts/Journalism
Mike Larsen	Theology/Social Studies
Raven Morris	Mathematics
Laura Nelson	Music (Instrumental)
Virgie Oatman	Resource
Mary Jane Petersen	Library/Media Services
Brian Peterson	Language Arts
Kristina Poston	Mathematics/STEM
Debra Ramirez	Music (Vocal)
Robi Spencer	Language Arts/Theology
Doug Stuva	Language Arts
Austin Thies	Social Studies
Tara Wiederin	Science
Devon Yeoman	Science

## **ACADEMICS**

1. To partner with families to instill knowledge, skill, and self-discipline as the foundation for the lifelong learning of all students.
2. To use teaching methods which develop the student's intellectual capabilities, communication skills, and collaborative abilities.
3. To assist each student to meet one's individual potential through personal commitment, effort, and perseverance.
4. To foster a spirit of cooperation between the school and the community.
5. To prepare students for successful decision-making about personal relationships, career choices, and family.

## **EXTRACURRICULAR ACTIVITIES**

1. To develop each student's special talents.
2. To prepare each student for constructive use of leisure time.
3. To help each student attain a positive sense of self-worth.
4. To encourage each student to respect others.
5. To develop each student's interest in activities beyond the classroom.
6. To develop a sense of responsibility in social interaction.

**RESOLUTION**

Be it resolved that the Saint Albert Area Board of Education promotes the mission of the Saint Albert School system; a mission that is based on Christian values that are rooted in our parishes and in our homes. The Board, therefore, resolves to focus on these value in all aspects of our Educational System and thus directs its administrative team to reinforce this focus in the daily operation of our schools.

Be it further resolved that the Board directs its administrative team to focus their time, efforts and talents on the future direction of our Education System as a Catholic School.

Finally, because parents’ trust, belief and support of the values and mission of any school system is fundamental to their child’s success in that school system, it is the directive of the Board that those parents who do not hold to the values of the Saint Albert system, or who continue to address their concerns about the Saint Albert system in a destructive, negative and unchristian manner be requested to remove their children from the Saint Albert School system. This is a necessary action for the future growth and development of their children, as well as the future growth and development of our schools. (November, 1993)

**COUNCIL BLUFFS AREA CATHOLIC SCHOOL SYSTEM AREA BOARD MEMBERS**

Parish Representation

<b>Corpus Christi</b>	<b>St. Patrick -Neola</b>	<b>St. Peter</b>	<b>St. Patrick Parish</b>	<b>Holy Rosary-Glenwood</b>
-Fr. Tom Thakadipuram	-Fr. Daniel Danso	-Fr. Chuck Kottas	-Fr. Glen Wilwerding	-Joe Sneed
-Joan Gubbels	-Jackie Bertelsen	-Andrea Barnes	-Mark Hohneke (Chair)	
-Ruben Ramirez	-Sheryl Genereux	-Tamara Bernard (Vice-Chair)	-Lorrie Powers-Wettstead (Secretary)	

Saint Albert Representation

<b>Bishop’s Delegate</b>	<b>President</b>	<b>Controller</b>	<b>Principals</b>
-Fr. Chuck Kottas	-David Schweitzer	-Cathy Furot	Anne Jensen (Pk-5 Principal) Paul Hans (MS/HS Principal)

Diocese Representation

<b>Bishop</b>	<b>Supt of Schools</b>
-Richard E. Pate	-Dr. Tracy Bonday

**PUBLIC PARTICIPATION (OPEN FORUM) AT BOARD OF EDUCATION MEETINGS:** The following are guidelines that the Saint Albert Area School Board will follow at its monthly meetings. It will be the responsibility of the board secretary to see that these guidelines are carried out.

1. The Area Board of Education will sit facing guests.
2. There will be a name tag placed on the table in front of each board member administrator, and staff member: parish names will be included where applicable.
3. Guests will be provided with a copy of the meeting agenda\* and appropriate handouts for the evening’s meeting.
4. Prior to the meeting, guests will sign in and include the following information: name, address, and, if intending to speak, state their business.
5. The president of the board will greet the guests in the opening remarks.
6. There will be a 20-minute regularly-scheduled open forum set aside at the beginning of each meeting. There will be no more than six speakers with a maximum of three minutes each. This time will be used for comments from the speakers with the understanding of all present that there may not follow any action by the board that evening. The following steps will be followed:
  - a. The comment/concern shall be recorded in the Board minutes;
  - b. The comment/concern shall be addressed at the next Executive Committee meeting;

- c. The Executive Committee will determine the person responsible to handle the comment/concern; and
- d. The Executive Committee will notify the person of the action taken and make that action a matter of record at the next Board meeting.

7. A verbal thank you from the board president will be made at the close of the open forum.

*\*Consideration of Agenda Items from Non-Members: The right of non-members to have an item considered for the agenda of a Board meeting shall be limited to those whose written petition has been submitted to the board president or president prior to the agenda setting meeting.*

## SECTION II: GENERAL INFORMATION

**ACCIDENTS & INJURIES:** When accidents, injuries, or illness requiring medical attention occur at school, the affected student or adult should report or be escorted, to the main office. Office staff and the school nurse may provide limited first aid supplies and care. In cases of serious illness or injury, parents or emergency contacts will be notified, and emergency personnel may be called.

**ACTIVITY CARD:** A valid Student ID Card may be used to gain admission to home activity events.

**AT RISK SUPPORT:** At-risk students are those potentially unable to successfully complete courses, advance to the next grade level, or graduate from high school. Counselors, administrators, teachers, and parents will confer to develop appropriate interventions after receiving referrals from faculty or staff, support personnel (school psychologist, social worker), family, peers, or other knowledgeable individuals.

- It is best practice, and the Saint Albert Catholic School's expectation, that parent(s) and student participate in the development of the interventions.
- 504 Plans may be developed in cases where physicians document medical conditions that place the child's academic or social emotional success at risk.
- Individual Education Plans (IEP's) may be developed in cases where the student's learning needs qualify for special education services.
- Homebound Services may be arranged to support students with physician documented conditions that prevent them from normal school attendance; however, Saint Albert Catholic Schools are not able to provide for Homebound Services that extend beyond 60 days or extend beyond the duration of one academic semester.
- Final determination of a student's qualification for at-risk services and the interventions provided resides with the Saint Albert Catholic Schools administration following consultation with teachers, the counselor, parents, student, and support staff.

**BACKPACKS/GYM BAGS/LUNCH BAGS:** Students' bags are to be stored in their lockers in the academic wings or in the locker rooms. Students' bags may not be stored in the office due to lack of space. Students may not use backpacks/gym bags/lunch bags to transport class materials, food, or beverages from class to class. Gym bags may only be used when transporting clothing for P.E. class to and from that specific class. Gym bags should be returned to lockers immediately after P.E. class. Lunch bags should be used to transport food and beverages to the lunch room and returned to lockers after lunch.

**BOOKS AND EQUIPMENT (SCHOOL ISSUED):** Students must pay for damage or loss of books and school equipment. All books issued to students must be covered. Teachers record books assignments and note book's condition at the beginning of the course. Upon collection of books at a courses completion, teachers note any additional damage sustained by the book, and assigned fines as follows:

- Books requiring replacement or rebinding due to student negligence - \$15 to replace
- Books with torn pages - \$10 to replace
- Books with bent or torn covers - \$5 to replace
- Books with ink marks - \$5 to replace
- Book lost or damaged beyond reassignment to other students. - Cost or new book

**ASSIGNMENT NOTEBOOK:** Middle school students are issued an Assignment Notebook at the beginning of the school year. Replacement cost is \$5.

**BULLETIN BOARDS, POSTINGS, SIGNAGE:** All postings in the building are subject to authorization by building administration. Any unauthorized, outdated, or poorly maintained postings, including hall, window, and locker decorations or informational bulletins may be removed at the discretion of the administration and building maintenance staff.

- Whenever possible postings and signage should be limited to bulletin boards and assigned areas for posting information.
- Postings and signage should not be affixed to doors, walls, or woodwork.
- Postings and signage should not be placed in restrooms or locker rooms.
- Masking tape should be used when posting signage or information.
- Postings and signage affixed to school windows should be posted back-to-back on both sides of the classes to provide an attractive appearance.
- Groups, organizations, and individuals who violate the guidelines above will forfeit authorization to post information indefinitely.

**CAMPUS MINISTRY:** Campus ministry was established to foster and encourage a Christian atmosphere and environment that promotes the Gospel message of Jesus among the students and staff at the school. With the help of priests, staff, parents, and students, the minister will coordinate the liturgical celebrations of the Eucharist, prayer services, penance services, and retreat opportunities for the Saint Albert community. The campus minister is also available for individual discussions and spiritual direction.

**CARS AND PARKING:** Students and their families are reminded that the Saint Albert Catholic Schools campus is private property, therefore the opportunity to operate or park a vehicle on the Saint Albert Catholic School's campus is a privilege which can be revoked.

1. Students must drive safely on school property at all times. Failure to do so will result in the consequences as listed in the CODE OF CONDUCT.
2. Parking is limited to the lower lot during normal school days. Violators will be towed and/or fined accordingly.
3. All vehicles must be parked in a marked stall and should not block other vehicles. Any student having to be called by a school official to move a vehicle which is improperly parked may face disciplinary consequence from detention to loss of campus parking privileges.
4. The school is not responsible for the vehicle or its contents.
5. Following arrival at school, the parking lot is off limits to students during the school day.
6. Permission to access the parking lot and/or a student's vehicle during the school day must be obtained from the main office.
7. Access to the parking lot is a privilege, and students or their guests who violate this privilege by littering may be assigned to clean the parking lot or fined an amount commensurate with the time and expense of assigning staff to clean the parking lot.

**ELECTRONIC EQUIPMENT** (*CELL PHONES, TABLETS, LAPTOPS, AND ANY OTHER PERSONAL ELECTRONIC DEVICES*)

Saint Albert Catholic Schools students are accountable for use of personal electronic devices and the disruption of the school learning environment, even if the inappropriate use of technology occurs off campus or outside the normal instructional school day. **Students should review the entire Saint Albert Catholic Schools Acceptable Use policy.**

- Students are responsible for the care and security of personal electronic devices that are brought to school.
- Headphones are not allowed to be used in hallways. Classroom use is to be determined by teacher.
- Students may not record images or audio without permission from those present. In a classroom situation, students need to seek permission from the teacher before using any video or audio recording device.

Saint Albert Catholic School staff will:

- Provide directions regarding acceptable use of technology in their classroom and instructional setting.

- Clarify expectations for the access and use of technology during learning activities.
- Monitor and manage student technology use.
- Address inappropriate and/or unacceptable use of technology.

**CELL PHONE USAGE (DOES NOT INCLUDE PHONE CALLS)**

Location	Middle School (6-8)	High School (9-12)
Classrooms	Not Permitted	<b>ONLY</b> with permission of teacher
Hallways	Not permitted between 8:00 AM-3:10 PM	Permitted
Lunch (Cafeteria)	Permitted when student has finished eating	Permitted
After Lunch (Gym Lobby)	Permitted	Permitted
Study Hall	Not Permitted	<b>ONLY</b> with permission of teacher
Bathroom/Locker Room	Not Permitted	Not Permitted

If a student is found using a cell phone where not permitted, or did not receive approval by classroom teacher, it will be confiscated. Student may retrieve device in the middle-high school office at the end of the day.

- 1st offense: The student will be fined \$5.
- 2nd offense: The student will be fined \$10.
- 3rd offense: The electronic device will be kept and parent will be notified to come pick up the device

**CHROMEBOOKS/TABLETS/LAPTOPS:** It is strongly requested that every student come to school with a Chromebook or device with full capability of accessing the student’s Google account and the school network.

*NOTE: One-to-One access will be required at the start of the 2018-19 school year.*

**INTERNET ACCESS & USAGE:** Students and staff members receive google accounts with individual school email, storage, and access to the Saint Albert Catholic Schools computer network. Access and accounts are provided for educational purposes, and the accounts and information shared or communicated from the Saint Albert Catholic Schools related accounts are subject to monitoring and access by school technology staff and administration. All students and their families are expected to read, understand, accept, and abide by the Technology Acceptable Use provisions of the Saint Albert Catholic Schools: Code of Conduct including, but not limited to the following expectations:

- Realize that internet access is a student privilege, not a student right.
- Practice digital citizenship etiquette including use of appropriate language and respectful treatment of others and their intellectual property.
- Understand that school email and internet access is not secure and private.
- Computer activities are monitored by technology staff and administration.
- Users are required to follow all applicable copyright, trademark, and license restriction.
- Ignorance of school policy or the law does not absolve individuals of responsibility for their online activities.
- Activity that intentionally disrupts network functionality or interrupts internet access of the school community violates school rules and may be prosecuted as illegal activity.

School administration will cooperate with law enforcement regarding suspected illegal activity.

**CHILD CUSTODY:** Whenever the structure of a family changes, please notify school administration and/or counseling staff in a timely manner, so the school can accommodate the needs of the student(s) and individual family members. Upon written request to the principal, the school can and will arrange separate parent conferences, and duplicate copies of newsletters, report cards, etc. can be issued to multiple households. Unless the school is provided legal custody documents which indicate otherwise, it is assumed that both parents continue to have the same rights, privileges and obligations which existed prior to the separation/divorce.

**FIELD TRIPS:** Parents should receive prior notice and provide written authorization for student participation in school-sponsored field trips.

- Students are expected to make arrangements for timely completion of make-up work, and permission to participate in field trips may be withheld because of poor academic performance or behavior concerns.



- Upon request, permission slips should be turned in to the sponsoring teacher the day prior to the absence.
- All school rules apply during field trips. Students whose conduct is inappropriate may face disciplinary consequences upon their return or be kept from attending further field trips.
- Students will wear their regular uniform and comply with the regular dress code unless the principal approves other special dress.

**FIRE DRILLS:** Whenever the fire alarm rings, students promptly, quietly, orderly leave the building via the exit shown on the charts located in the front of each classroom and special area. Unauthorized triggering of the alarms is a serious offense, which can endanger lives and will be dealt with accordingly.

**FINANCE OFFICE:** The finance office is open from 8:00 A.M. to 4:30 P.M. on all school days. Parents may stop in to pay tuition or other bills at this office. Students who bring tuition payments can turn them into the main office. If a receipt is needed, please request it when turning in payment. It can be picked up at the main office the next day. Any funds from class activities or clubs should be turned in to the main office.

**FOOD AND PARTIES:** Food is allowed in the cafeteria only, unless prior arrangements are authorized in advance with the principal/assistant principal.

**FUND RAISING POLICY:** Area Board Policy 380 required that Saint Albert Administration create a policy requiring the approval of all fundraising activity by Saint Albert Schools and organizations associated with Saint Albert Schools including all school athletics, activities, organizations, clubs and booster groups. The purpose is to coordinate fundraising efforts to ensure only viable fundraising activity is undertaken; to coordinate fundraising efforts so the timing/schedules for fundraising efforts do not overlap and to ensure various fundraisers do not conflict with the mission and vision of Saint Albert Schools.

Any group desiring to solicit funds on behalf of Saint Albert Schools is required to create a written fundraising plan prior to the beginning of each fundraising event. The plan should include:

1. The name of the group that is conducting the fundraiser
2. The individual from the group responsible for the fundraising
3. The name of the Saint Albert sponsor (Teacher, administrator, coach) of the fundraiser
4. How the funds raised will be used
5. The projected amount of funds to be raised
6. The projected costs of the fundraiser
7. Start and finish dates for the fundraiser

The fundraising plan should be submitted to the President (or designee) for approval.

At the conclusion of the fundraiser, a report of actual amounts raised and actual expenses should be submitted to the President (or designee).

**GRIEF SUPPORT GROUP:** The Grief Support Group is available for students and faculty members who have suffered the loss of a loved one. It is not a counseling session, but strictly a support group with caring adults to walk with them during this difficult time in life. For more information contact our Campus Minister or School Chaplain.

**HALL PASSES:** Students in the hall during class time must have a pass issued by a teacher or staff member. Students are expected to bring their necessary materials to the classroom; therefore, students should not expect to receive passes to retrieve forgotten materials after class has begun. Students without a pass in the hallways will receive a demerit.

**LASER POINTERS:** Laser pointers or similar devices are strictly prohibited and will be turned into an administrator without being returned to the student. Students in possession of a laser pointer will be given a demerit. Students can retrieve the pointer from the office after school.

**LEVEL-ONE INVESTIGATION:** In accordance with Iowa Code a designated level-one investigator for the allegation of abuse of a student by a school employee has been named. Mr. Hans (712) 328-2316 is the level-one investigator for Saint Albert Middle & Senior High School.

**LOCKERS:** Students are reminded that lockers are loaned to them but remain at all times the property of and under the control of the Saint Albert Catholic Schools. As such, they should not be considered private or confidential. In cases of suspected unsanitary conditions or suspicious illegal or prohibited activity, school authorities assume the right to open and search any or all lockers.

1. School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student.
2. Students are assigned lockers at the beginning of the year by grade level.
3. Students are expected to keep their assigned locker, unless arrangements are made with the counselor or administration to change lockers..
4. Lockers must be kept clean, orderly, and in good taste at all times. Pictures of people in scant attire are not permitted. Offensive cartoons of a racial or sexual nature are also not permitted. Food, except for the day's lunch, may not be kept in lockers, nor may drinks of any kind, sealed or unsealed, be kept in lockers.
5. Valuable items should not be kept in lockers. If a valuable item must be brought to school it may be turned in to the office for safekeeping. Unsecured lockers are not a safe place to leave your wallet with cash nor any other items of value. Please do not bring a lot of money or items of value to school.
6. During P.E. classes and athletic practices, all belongings must be secured in the locker rooms.
  - a. All students are expected to lock up their personal items during P.E. classes and sporting practices.
  - b. Personal padlocks may be used, but **MUST** be cleared with P.E. teacher.
  - c. Padlocks will be available for purchase (\$5) during the school year from your P.E. teacher.
  - d. The school is not responsible for money or valuables.

**LOST AND FOUND:** Any individual who finds personal items or belongings of any kind on the school campus or in the school building should immediately submit them to the office or return the items to the owner. Students who lose books or other personal property should check the Lost and Found box in the cafeteria, inquire in the main office, and provide office staff with a detailed written description of the missing items. Unclaimed items are sent to a local charity.

**LUNCH CARD:** Each student is provided a Student ID Card. This card can also be used as a lunch card in the Middle & Senior High School. Kitchen staff reserves the right to serve students without a valid identification card after students with proper identification have passed through the service line.

**MAIL:** Personal mail for a student, delivered to the school, will be available for pickup in the main office.

**MAIN MIDDLE & HIGH SCHOOL OFFICE:** The middle and high school office is open 7:30 A.M. - 4:00 P.M. on school days. The Middle & High School Office can be reached at 712-328-2316 or via email at [hsoffice@saintalbertschools.org](mailto:hsoffice@saintalbertschools.org).

**MEALS:** Breakfast and lunch are prepared and served onsite daily by the cafeteria staff at Saint Albert Catholic Schools, and students are welcome to bring meals from home. All students are encouraged to eat a healthy breakfast and lunch every day.

- Breakfast is served in the cafeteria from 7:30 A.M. – 7:55 A.M. The cost for a single breakfast is \$1.85.
- Hot lunch/salad is available to all middle and high school students for \$3.05. Milk is 50 cents.
- An extra portion of main lunch course (super-size) is available for \$1.75. Ala Carte items 75 cents.
- The Power Lunch module of PowerSchool is activated, so families can track meal balances and transactions.
- Students can pay for meals with a swipe of the barcode on their student I.D. cards.
- Families must maintain a positive lunch fund balance by pre-paying and replenishing their account as needed.
- Money will be collected on a daily basis in the high school office and credited to the student's account.
- Submitting meal funds in a sealed envelope listing the student's name(s), grade, and the amount to be credited to each student assists school staff in properly crediting lunch accounts.

- Applications for free or reduced lunches are available throughout the year from the business office.
- Student orders from off-campus food delivery businesses are permitted during school hours, provided that
  - the food orders are paid in advance by the student or parent who submitted the order,
  - the food is eaten in the cafeteria during the normally scheduled lunch period, and
  - the activity does not create a disruption or social conflicts in the lunchroom.

**MEDICATION:** All student medications, including prescription and over-the-counter (non-prescription) medication, should be provided to the main office staff. Medications should be provided in appropriate containers that identify the student, the medication, and written instructions for administering the medication.

- School personnel will not dispense medication, including aspirin or ibuprofen, unless explicitly directed by the parent, guardian, or physician.
- All student medications provided to the school office must be claimed within 10 days after the end of the school year. Unclaimed medication will be discarded.

**SCHOOL CLOSING:** Social media will be used to relay school closing information to students and parents. School closings will also be posted on the Saint Albert School website. Radio and television stations will inform the school community if there is a school cancellation, late start, or unscheduled early release due to weather conditions. It is suggested that parents/guardians monitor social and news media for necessary information.

**SEVERE WEATHER:** If there is a severe weather alert, all staff and students will proceed to the designated area(s). If students are on school buses, drivers will follow designated safety procedures to maximize safety up to and including stopping the bus and escorting students to the closest shelter. In severe weather situations, staff, coaches, activity sponsors, and bus drivers will remain with the students until it is safe to resume school, activity, or transportation.

**SCHOOL ACCESS:** The Saint Albert Catholic Schools make reasonable effort to provide convenient access and shelter for students from early morning until the early evening hours after activity practices conclude. Students are welcome to enter and remain in the building during these times provided that they courteously and responsibly follow school behavior guidelines and expectations.

- During normal school days, the school building is open to students at 7:00 A.M. with limited supervision available before 8:00 A.M.
- High school students may enter the lobby areas, cafeteria, locker rooms, and academic wings upon arrival..
- Middle school students may enter the lobby area, cafeteria, locker rooms, and 100 wing.
- During normal school days, the school building remains open to students and families into the early evening with limited supervision for students after 3:30 PM.

School administration reserves the right to limit or deny access to the school building and campus grounds before and after school, if individuals do not meet school administration's expectations for courteous, responsible behavior.

**STUDENT ID CARD:** Each student is provided a photo identification card for use in the library, cafeteria, personal admittance to various school activities, and access to various student discounts in the community. A lost card may be replaced through the main office for \$5.00. Transfer of an activity card to another person results in the student's loss of the card and potential financial restitution and disciplinary action for any monetary losses.

**STUDY HALL:** Students will report to their assigned study hall on time and accept their assigned seat. Students are expected to follow instructions, accomplish profitable work, and refrain from casual conversation during their study time. Students assigned to a study hall may report elsewhere during that time only after attendance is taken and written permission is provided to the study hall supervisor. Study hall students should not be admitted to another location without a valid pass noting the date, time, and teacher's signature.

**TELEPHONE MESSAGES AND CALLS:**

1. Parents are advised to refrain from calling students during the school day or expecting students to contact them by phone during the school day. Even so, school staff will work with households to provide an appropriate

location for students to communicate with parents by cell phone, when it is a necessity for a parent to talk with a student.

2. Telephone messages for students that are directed through the school office should be limited to emergencies and very special circumstances.
3. Except for emergencies, students will be called to the office during lunchtime or immediately after school to obtain their messages.
4. Only messages from parents (guardians), relatives, and employers will be given to students.
5. Students should limit their outgoing telephone calls to before and after school and during lunchtime in the office only.

**VISITORS/GUESTS:** The following criteria will be followed for visitors and guests in the building during school hours:

1. Students/parents may request permission to bring visitors to Saint Albert Catholic Schools.
  - a. Requests to visit students in 6th-12th grade should be made with the principal in advance of the intended visit.
  - b. Students should not ask to entertain friends that are attending other schools unless there is a genuine intent to transfer to Saint Albert.
  - c. Visitors will not be granted permission to visit during semester exams.
  - d. Any exceptions to this rule must be approved by the principal.
2. Visitors to the school grounds must check in at the main office.
3. Students who are interested in enrolling at Saint Albert must obtain a visitor’s pass and meet with the guidance counselor or administrator prior before or after the arranged shadowing experience. The visitor identification badges provided should be on display at all times while in the building or on the school grounds after check-in.
4. No visitors or guests (except parents/siblings) are allowed in the cafeteria or in classrooms during school hours. Lunches for students may be dropped off in the high school office. Parents and siblings who wish to eat with their child/brother/sister must obtain a pass from the high school office and are only allowed to be in the cafeteria area.
5. Alumni are welcome to visit Saint Albert before or after school hours. At these times teachers and students will have time to visit with alumni. If an alumni makes previous arrangements with a teacher to visit them during their plan period the teacher must come to the office and get the alumni and take them to their room. When their plan period is over the teacher must escort the alumni back to the office for them to check out.

### SECTION III: ACADEMIC INFORMATION

**GRADES AND GRADING:** Saint Albert uses grades to evaluate each student’s performance. Academic grades are an indication of the level of skills, knowledge, and understanding achieved as follows:

A = 98-95	4.0	B+ = 92-90	3.33	C+ = 82-80	2.33	D+ = 72-70	1.33
A- = 94-93	3.84	B = 89-86	3.0	C = 79-76	2.0	D = 69-67	1.0
		B- = 85-83	2.7	C- = 75-73	1.7	D- = 66-65	0.7
						F = BELOW 65	0

**WEIGHTED GRADING:** Weighted Grading: All Honors, Advanced Placement, and Dual Credit classes that are offered for college credit receive a supplemental 0.5 grade point credit added to the grade point. The additional weighted grade point is assigned for Honors, Advanced Placement, and Dual Credit courses regardless of whether the student obtains college credit for the course.

**GUIDANCE PROGRAM:** The guidance program provides services that help families make the most of students’ opportunities at Saint Albert Catholic Middle & High School. Some of the most important services are middle school guidance courses, individual and group counseling, college informational events, financial aid programs, and testing programs. Parents are welcome and encouraged to confer regularly with the guidance counselor by telephone, email, or appointment. Students are also encouraged to make arrangements to meet with the guidance regularly throughout middle and high school.

**HIGH SCHOOL GRADUATION CEREMONY:** Only students who have fulfilled all requirements for high school graduation and completed all obligations from Saint Albert High School will be permitted to participate in the high school graduation ceremony.

**HIGH SCHOOL GRADUATION REQUIREMENTS:** Saint Albert students are required to earn a minimum of 50 credits to earn a high school diploma. The Principal will evaluate and determine the number of transferable credits for transfer students at the time of the student's enrollment. The principal may make exceptions for transfer students, special education students, or students assigned to the resource center. Guidance regarding the specific course requirements should be obtained from the high school counselor.

**HIGH SCHOOL REQUIRED SERVICE HOURS:** The service hours required to graduate from Saint Albert have been set through the work of our area Priests, our Administration, Campus Ministry and the Theology Department. **Half of the yearly requirement should be completed each semester.**

9th Grade: 12 hours per year (6 Parish/Church community. 6 hours in the school/wider community.

10th Grade: 14 hours per year (6 Parish/Church community. 7 hours in the school/wider community.

11th Grade: 16 hours per year (6 Parish/Church community. 8 hours in the school/wider community.

12th Grade: 18 hours per year (6 Parish/Church community. 9 hours in the school/wider community.

**HONOR HIGH SCHOOL GRADUATES:** A high school student who earns a 3.5 or higher cumulative grade point average for grades 9-12 will be recognized at commencement as an honor graduate.

**HONOR MIDDLE SCHOOL GRADUATES:** A middle school graduate with a cumulative grade point average of 3.5 or higher after the first semester of 8<sup>th</sup> grade will receive an honor graduate medallion to be worn at the 8<sup>th</sup> Grade Baccalaureate.

**HONOR ROLLS:** Gold, silver and bronze honor rolls will be posted for students in grades 6 through 12 each quarter. Gold honor roll requires a quarter grade point average of 3.8 or higher; silver – 3.5 through 3.79; and bronze – 3.00 through 3.49.

**LIBRARY/MEDIA CENTER:** The library/media center is established and maintained for the maximum use of all students. It is the primary resource center of the school and is available to all students who use it responsibly. All materials taken from the library/media center must be properly checked out.

**NATIONAL HONOR SOCIETY:** National Honor Society recognizes students who have demonstrated outstanding scholarship, leadership, character, and service.

- Students in grades 10 – 12 who have a cumulative grade point average of 3.50 and have attended Saint Albert for at least one semester are eligible for membership in the Saint Albert Chapter of the National Honor Society.
- Annually, students will be provided information regarding service and leadership activities to help support their candidacy for membership.
- A Faculty Council, consisting of 5 voting members, representing a wide variety of the educational and activity programs at Saint Albert will be chosen by the Principal each year. This Council will be responsible for reviewing each candidate's application materials and making the final decision concerning membership based upon the four criteria of scholarship, leadership, service, and character. Transfer members from another school are accepted automatically as a member, and transfer members must meet this chapter's standards within one semester to retain membership.
- The Faculty Council will consider the ratings from teachers for each of the eligible candidates in the areas of character, leadership, and service. The council will also consider recommendations from the school administration and will evaluate the information provided by each candidate.
- General guidelines the Faculty Council use when evaluating an individual's leadership and service:
  1. **Leadership:** A prospective member may demonstrate leadership by participation and continued commitment in activities at school and in the community.

2. **Service:** One of the characteristics of service is a continued dedicated commitment of one's time and talents for the well being of others and the community as a whole. Service may be performed for a non-profit organization in the community, a church, or school.
3. Students will be given detailed information on how to earn leadership points and how to meet the service requirements at the meetings mentioned above. This information is also available at any time from the National Honor Society adviser.

**RESOURCE ROOM:** The Saint Albert Resource Program assists at-risk students, struggling learners, and students with diagnosed learning disabilities. Students may be referred for resource services by parents, teachers, counselors, administration, and their peers.

**STUDENT SCHEDULES:** Every student's academic pathway through middle and high school is an individual process that benefits from parent, student, counselor, and teacher input. The Saint Albert Catholic Schools encourage students and their families to consider post-secondary plans and reference the Academic Pathways when making course selections. The counselor, administrator, teachers, and coaches all welcome the opportunity to confer with families as each student develops their academic path through middle and high school.

- All 6-12th grade students are required to schedule and maintain a full-academic course load with at least 6 academic courses, plus physical education class each semester.
- Schedule development begins annual Spring guidance presentations for each grade level and student submission of course preferences.
- Course preferences are formalized when students submit parent approval for their student's course requests.
- Counselors and administrators will make reasonable attempts to accommodate course preferences when developing schedules including allowing students to overcome scheduling conflicts with access to online, off-campus, or independent study courses when necessary.
- Development of the annual master schedule is a complicated process with revisions occurring throughout the summer months, and every effort is made to provide PowerSchool access to accurate student schedules as quickly as the individual schedules become available.
- Requests for schedule revisions should be made for academic reasons, and requests for schedule changes should be made with the involvement of parents through the counseling office.
- A student who initiates a withdrawal from a class after the first ten class sessions of the semester may receive a grade of "F", be granted a "W", or simply be required to arrange acceptance into another academic course for the duration of the semester.

**TESTING PROGRAM:** A variety of assessments are administered to Saint Albert Catholic Schools students to evaluate their overall academic progress, potential for post-secondary success, and effectiveness of academic pathways, content area programs, and classroom instruction. Individual test results are provided to students and families with summary results shared with the staff and presented to the Board of Education and school community. The tests regularly administered include:

Grade	Assessment Type
6th-11 <sup>th</sup> grade	<ul style="list-style-type: none"> <li>● Iowa Assessments</li> </ul>
10th Grade	<ul style="list-style-type: none"> <li>● PLAN Test</li> <li>● Preliminary Scholastic Aptitude Test</li> <li>● PSAT (Optional)</li> </ul>
11th Grade	<ul style="list-style-type: none"> <li>● NMSQT - National Merit Scholarship Qualifying Test (Optional)</li> <li>● ACT (recommended)</li> <li>● SAT (encouraged)</li> <li>● Armed Services Vocational Assessment Battery - ASVAB (Optional)</li> </ul>
12th Grade	<ul style="list-style-type: none"> <li>● College Entrance Tests: ACT (expected) &amp; SAT (encouraged)</li> </ul>

**TRANSCRIPTS:** It is the responsibility of the college-bound senior to determine if the college he/she wishes to attend requires a second transcript to be sent upon finalization of the student's cumulative academic record. The counseling office and/or high school office must be notified in writing, if cumulative transcript is required to finalize university admission. For a \$5.00 fee, additional copies of transcripts are available upon written request.

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## **SECTION IV: STUDENT ATTENDANCE**

**ABSENCE FROM SCHOOL:** Teaching and learning are most efficient when students regularly and reliably attend school. When necessary absence or occasional lateness is unavoidable, communication with the school is essential.

- Parents are expected to notify the school before 8:00 A.M. if their student will be absence or tardy.
- Notification can be by telephone, 712-328-2316, by email to [hsoffice@saintalbertschools.org](mailto:hsoffice@saintalbertschools.org) or by fax, 712-328-8316.
- Please identify the student(s), grade(s), reason for the absence, and the family member authorizing the absence.
- The attendance secretary in the middle & senior high school office will contact.

Following absence from school, students are expected to report to the office, present a written excuse or verify that a parent provided an email to the main office, and obtain an admit slip.

**COLLEGE VISITS:** The counseling and attendance offices should be notified when students are absent for college visits. Make-up work must be completed promptly as with any excused school absence. Students may schedule multiple college visits. Families are reminded that students are expected to be in attendance for no less than 90% of school days.

**EARLY DISMISSAL:** Students may not leave the building or campus during regular school hours for any reason (doctor, dental appointments, etc.) without first presenting a written excuse or verifying that a parent email or phone call authorized the absence, then noting their name and departure time when properly signing out at the attendance desk.

**EXCUSED ABSENCES:** Excused absences are for the following reasons, however all students are expected to be in attendance for no less than 90% of school days. With the exception of absence due to participation in school sponsored activities, all absences, both excused and unexcused, are included in the cumulative total.

- Illness or injury.
- Funerals or death of family, relatives, or friends.
- Medical, dental, or counseling appointments be excused with a signed note from the caregiver.
- School activities under the direction and supervision of school personnel may require a permission form, but do not require a parent excuse.
- College Visits are excused absences, provided that the household communicated the visit in advance to the school and counseling offices.
- Prearranged absences such as family vacation, surgery, bereavement, state tournament attendance should be communicated to the school prior to the absence to assist school staff in arranging make-up work.
- School administration reserves the right to determine whether or not an absence is excused.

**MAKE-UP WORK FOLLOWING ABSENCES:** Following absence, students should take initiative to communicate with teachers to obtain notes, coordinate assignments, and complete exams, papers, presentations, projects, etc for all of their courses in a timely fashion.

1. Students are provided no less than two school days to complete make-up work following their return from absence, plus an additional day for each subsequent, consecutive day of absence.
  - a. Example 1 Day Absence: Student is absent Tuesday, returns Wednesday (day 1) and has until at least Thursday (day 2) to complete make-up work, with work submitted prior to 8:00 AM Friday morning.
  - b. Example Multi-Day Absence: Student is absent Thursday-Friday, returns Monday (day 1) and has until at least Wednesday (day 3) to complete make-up work . . . with work submitted prior to 8:00 AM Thursday morning.

- c. Example Multi-Day Absence: Student is absent Monday-Wednesday, return Thursday (day 1) and has until at least Tuesday (school day 4) to complete make-up work . . . with work submitted prior to 8:00 AM Wednesday morning.
2. Teachers have the discretion, but not the obligation, to extend due dates upon students' return following absence.
3. Teachers have the discretion to substitute alternative assignments and/or utilize alternate assessments when students are absent during labs, group projects, presentations, exams, semester tests, other major assignments or significant class activities.
4. Under special circumstance and upon parent request following extended absence, administration may approve pass/fail status, extend due dates beyond the semester's completion, or allow students to withdraw from courses without a failing grade.

**OFF-CAMPUS & ON-LINE COURSE ATTENDANCE:** Students enrolled in online courses, off-campus courses through Iowa Western Community College, or coursework at the Council Bluffs Community School District must comply with the attendance and make-up policies of those attendance sites and their instructors. Families are reminded to contact the off-campus attendance site and communicate with university instructors when students are absent from class. On-line instructor's policies and procedures for makeup work vary, and it is the student's responsibility to make the necessary arrangements and comply with those expectations when completing assignments, taking exams, or submitting make-up work.

**TARDINESS:** Tardiness is defined as a late arrival to school or class. A tardy may be excused, if the student provides an acceptable excuse that is verified by the family or a staff member.

- A student will be considered tardy for class when he/she is not in the classroom and complying with the teacher's expectations for preparation and participation when the bell rings to begin class.
- The consequence for an unexcused tardy to the first class of the day is automatic detention.
- The consequence for all other unexcused tardies is one demerit.

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## **SECTION V: SPECIAL TOPICS**

**ALCOHOL:** We at Saint Albert share in the growing public concern about alcohol use, particularly by those who are not of legal drinking age. We cannot and will not condone its use by students under any circumstances.

To do our part as a school to discourage student use of alcohol, we have taken steps to help assure that students who are at school or school-sponsored activities are not under the influence of alcohol.

Saint Albert Middle-Senior High reserves the right to utilize a breath analyzer to detect alcohol consumption. This machine has proven to be a reliable and objective method of determining whether an individual has consumed any alcoholic beverage. At school dances and other situations, there may be times where everyone will be checked and in other situations not everyone will be checked. This will be decided by administration. When only some students are tested, it will be those who give reasonable suspicion that they have been drinking (i.e. appearance, behavior, alcohol-like odor, etc.).

Once we have reasonable suspicion that a student (date) has been drinking, that individual will be required to take the breathalyzer test. REFUSAL TO TAKE THE TEST WILL BE TREATED AS AN ADMISSION OF GUILT.

If a Saint Albert student is found to have been drinking or refuses to take the test, the student's parents will be notified by phone of the situation and asked to come and pick up their child. A non-Saint Albert student who has been drinking will not be admitted to school events. The parents of the Saint Albert student whose date is required to leave will be notified of the incident. Saint Albert Catholic Schools always cooperate with local police regarding unlawful behavior, including possession or consumption of alcohol.

**GUM:** Gum chewing is permitted in the building. Gum chewing is not permitted during liturgies and prayer services.



**PREGNANCY:** Adherence to the following will allow an expectant mother or father to continue attending Saint Albert High School.

1. Counseling through Catholic Social Services or a similar approved agency and weekly sessions with the guidance counselor, campus minister, or one of our priests.
2. Sufficient academic progress.
3. Regular attendance.
4. Expectant parents may not represent St. Albert Catholic High School in interscholastic competition, local, conference, district or state contests and/or competition and public performance while there are obvious signs of pregnancy.

**SENIOR TRIP:** Saint Albert High School will not authorize or sponsor an overnight senior trip or a senior skip day.

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## **SECTION VI: DRESS CODE**

Saint Albert Catholic Schools believe that performance in school is enhanced by setting high standards for personal appearance that reflect pride in one's self and in the school system. The uniform dress code is established to promote unity, equity, self-discipline, and respect.

Uniform items may be purchased from Dennis Uniform in Omaha, Nebraska. Saint Albert Logo Fleece jackets, uniform sweatshirts, and Carden plaid skorts are only available through Dennis Uniform. Sweaters, shirts, and slacks may be purchased anywhere provided they are consistent in quality and color with the Dennis Uniform items.

Students are expected to be in full uniform beginning with the first day of school. Students should arrive in uniform and ready for school by 8:00 a.m. and remain in uniform until dismissal at 3:10 p.m.

Uniform clothing should be clean with no visible cuts, rips, tears or holes.

The administration reserves the right to make final decisions regarding compliance with all aspects of the DRESS CODE POLICY. Failure to meet the guidelines of the dress code will result in demerits. In some instances, an administrator will require the violation to be corrected before the student is allowed to attend class. School time missed due to uniform violation is considered unexcused time.

Families are encouraged to contact Saint Albert Catholic Middle & High School office with their questions regarding the dress code guidelines and expectations at 712-328-2316. With the continued cooperation of families, staff, and administration, Saint Albert Catholic students will continue a proud tradition of distinctive appearance, generous service, and distinguished accomplishment in our community.

**Fridays** – Fridays are *in*-uniform days. The dress code is expanded on Fridays to include the Saint Albert embroidered green polo shirt purchased through the school Spirit Store. If this shirt is worn, students may wear cargo pants, corduroy pants (khaki, navy, black, or gray), or dress Bermuda shorts (khaki or navy). Students must wear the Saint Albert embroidered green polo shirt in order to wear the cargo/corduroy pants or dress Bermuda shorts. The shirt must be worn tucked completely in. White, gray, black, green, or gold long sleeve t-shirts may be worn under the shirt. Dress Bermuda shorts may be worn from the beginning of the school year until the last day of October and from April 1 until the end of the school year. All other dress code guidelines including those for shoes apply. Students choosing not to wear the Saint Albert green polo will follow the established uniform dress code.

**Spirit Days/Green & Gold Days** – designated school Spirit or Green & Gold Days are days where students may wear Saint Albert attire and or school color attire. Out-of-Uniform Guidelines apply on Spirit Days or Green & Gold Days. Clothing items in school colors or that display the official Saint Albert logo/mascots apparel must be worn in order to wear other clothing items listed in the Out-of-Uniform Guidelines. Dress Bermuda shorts may be worn on designated Spirit Days or

Green & Gold Days from the beginning of the school year until the last day of October and from April 1 until the end of the school year. Students choosing not to wear Saint Albert colors or attire will follow the established uniform dress code.

**Out-of-Uniform Day Guidelines** – When Out-of-Uniform days are scheduled, students choosing to participate are to observe the following guidelines:

- Allowable clothing: T-shirts, sweatshirts, capri pants, jeans, or sweatpants, Bermuda shorts (whose length falls within the range of the fingertips when the student is standing with their arms resting at their sides) may be worn from the beginning of the school year through October and during the months of April and May.
- Clothing with writing or slogans must be in good taste as determined by school administration.
- Clothing should not have any cuts, rips, tears or holes in them.
- Students who choose not to follow the Out-of-Uniform Day guidelines will be given an automatic detention.

The following clothing items are **not allowed** to be worn on any out-of-uniform day: bare midriffs, halter tops, hats, low necklines, short shorts, spaghetti straps or tank tops, flannel or fleece pajama pants, leggings, yoga or tight fitting legging type pants used primarily for athletics, or clothing items advertising alcohol, tobacco products or referencing illegal or immoral products or activities.

<b>FOR ALL MIDDLE/HIGH SCHOOL STUDENTS</b>	
<b>Body Jewelry</b>	Except for earrings on their ears, students are not allowed to wear any pierced jewelry that is visible while they are in their school or athletic uniforms or while attending any school/sports activities. This means that nose, chin, eyebrow, etc... type body jewelry is prohibited.
<b>Belts</b>	Students should choose pants with belt loops and wear a belt. Belts should have a buckle and be solid black, brown, or navy in color.
<b>Boots</b> ( <i>Uggs or similar</i> )	Boots may only be worn with dress pants or slacks. Must be worn <u>underneath</u> the pant legs or slacks. The color should be predominantly black or brown. Boots may not be worn with skirts, shorts, skorts, etc.
<b>Boots</b> ( <i>Army, Biker, Cowboys, Hiking, Work Boots, etc</i> )	While most outdoor boots are not acceptable in that they are not dress shoes, some dress casual boots such as leather Chukka or walking boots are acceptable. They must be worn <u>underneath</u> the pant legs or slacks. The color should be predominantly black or brown with complimentary colored soles and trim.
<b>Eyewear</b>	Sunglasses and non-prescription eyewear are not allowed to be worn during the regular school day or when attending detention or Tuesday Night School.
<b>Facial Hair</b>	Male students are to be clean-shaven with no facial hair.
<b>Hair/Head Coverings</b>	Hair length should be reasonable and look well groomed. No Mohawks, dreadlocks, or other extreme haircuts. Hair should not cover the student's eyes. The administration reserves the right to require any student to obtain a haircut, if the student's hair does not look well groomed or poses disruptions to the learning environment. If the student refuses to obtain an acceptable haircut when requested by an administrator, the student will be assigned In-School Suspension followed by probation until the hair is approved by the administration.
<b>Jacket</b> ( <i>fleece</i> )	Outdoor coats or jackets may not be worn during school hours with the exception of the Saint Albert Uniform Logo fleece jackets. <ul style="list-style-type: none"> <li>● Saint Albert Uniform Logo jacket is available at Dennis Uniform in solid black or solid forest green.</li> <li>● Navy Saint Albert Uniform Logo jackets which have been previously purchased may be worn, however Dennis Uniform has been directed to cease selling after July 2015.</li> </ul>
<b>P.E. Uniforms</b>	Specific P.E. uniforms are not required; however, the following dress code guidelines apply: <ul style="list-style-type: none"> <li>● Appropriate T-shirt top in good condition (not torn) without obscene or degrading slogans or ads for alcohol, tobacco, illegal items or illegal activities.</li> <li>● Shorts - clean and in good condition. No jean shorts.</li> <li>● Socks.</li> <li>● Athletic shoes.</li> </ul>

	<ul style="list-style-type: none"> <li>• Students wearing P.E. attire for class, athletic practice, or activity practice are restricted to their class, practice, and dressing areas.</li> </ul>
<b>Skort &amp; Skirts</b>	<p>Carden plaid skorts are available at Dennis Uniform. Skorts must be modest in appearance with length falling within the range of the student’s fingertips as their arms are extended at their sides.</p> <ul style="list-style-type: none"> <li>• Any student who is told that their skirt/skort is too short by a teacher or administrator may not wear that skirt/skort to school until the length is corrected. Students who repeatedly wear a skirt/skort that is too short may be required to wear dress slacks for the remainder of the school year.</li> <li>• Students who do not cooperate in following the dress code will be disciplined according to the Student Code of Conduct.</li> </ul> <p><i>Note: Girls who previously purchased Campbell skorts, Campbell skirts, or Carden skirts may continue to wear them; however the uniform dress code phased out skirts and transitioned to Carden plaid in 2015 with Dennis Uniform stocking only Carden plaid skorts for Saint Albert beginning in July of 2015.</i></p>
<b>Slacks / Dress &amp; Khaki Pants</b>	<p>Solid color dress pants and slacks may be black, khaki, or navy. Slacks and pants from a variety of stores and styles are acceptable, provided that the pants and slacks have inside pockets, and they are not excessively tight.</p> <ul style="list-style-type: none"> <li>• Leggings, corduroy, or “Jean Look” type pants or slacks are not permitted in the dress code.</li> <li>• A helpful guideline is to avoid pants and slacks with jean-style external pockets that are sewn onto the outside of the pants.</li> <li>• Slacks and leggings are too tight when students cannot place reasonable items such as house keys, coins, chapstick, etc. into their pockets without the size and shape of such items being obvious through the clothing.)</li> </ul>
<b>Sweaters</b>	<p>Sweaters should be a solid color (<i>hunter green, black, gray, navy, or red</i>) Cardigan, crew neck, v-neck, or pullover sweaters are acceptable. Hooded sweaters of any kind do not meet dress code. Sweaters should be worn over a blouse, dress shirt, polo, turtleneck, or mock turtleneck or stored in student lockers. Sweaters are not allowed to be worn around the waist.</p>
<b>Sweatshirt</b>	<p>Hoodless crewneck sweatshirts in dark green with Saint Albert embroidery are approved for dress code, provided that the sweatshirt is worn over a blouse, dress shirt, polo, turtleneck, or mock turtleneck. Sweatshirts are not allowed to be worn around the waist.</p>
<b>Tattoos</b>	<p>Students are not allowed to have any visible tattoos while they are in their school or athletic uniforms or while attending any school/sports activities.</p>
<b>Tights</b>	<p>Solid color tights or leggings of any color may be worn under skorts, skirts, pants, or slacks. The tights or leggings need not cover the feet, but should be long enough to end closer to the feet than the knee.</p>
<b>Turtleneck</b>	<p>May be worn alone or under a blouse, dress shirt, polo shirt, sweater, or sweatshirt. Turtlenecks should be solid white in color without pattern. Mock turtlenecks may not be worn alone, but may be worn under a blouse, dress shirt, polo shirts, sweater, or sweatshirt.</p>
<b>Undershirts / T-shirt</b>	<p>If worn, must be solid white (without pattern), with no visible writing, graphics or trim and cannot extend beyond the sleeve of the blouse, dress shirt, polo shirt, sweater, or sweatshirt.</p>

	<b>MIDDLE SCHOOL STUDENTS</b>	<b>HIGH SCHOOL STUDENTS</b>
<b>Blouse</b>	<p>Solid colors: white or light blue with collar, long or short sleeves. Blouses are to be worn completely tucked in and buttoned up to near the neck.</p>	<p>Refer to dress shirt</p>
<b>Dress Shirt</b>	<p>Solid colors: white or light blue with collar, long or short sleeves. Dress shirts are to be worn completely tucked in and buttoned up near the neck.</p>	<p>Solid colors: white or blue, long or short sleeve, collared, and Oxford style.</p> <ul style="list-style-type: none"> <li>• Dress shirts and blouses are to be worn completely tucked in.</li> </ul>

		<ul style="list-style-type: none"> <li>● Blouses should be buttoned up near the neck for young women.</li> <li>● Dress shirts should be buttoned to the top for young men while wearing a necktie.</li> </ul>
<b>Neckties</b>		HS boys must wear a necktie that is tied at the shirt collar. Style, color and pattern should be appropriate for business dress. No string or bow ties are allowed on normal dress days. If they choose to wear a sweater, an appropriate dress shirt and a tie are also required.
<b>Shoes</b>	Tennis, running, athletic dress shoes, open back/open toed shoes including dress sandals or casual flip-flop are acceptable. Athletic shoes may be any color, provided that the style has a non-marking sole. Dress shoes should be predominantly black or brown with soles and trim of complimentary colors. Moccasins or casual slippers are not a dress shoe and may not be worn.	<p>Both young men and young women are expected to wear dress shoes.</p> <ul style="list-style-type: none"> <li>● Should be predominantly black or brown with complimentary colored laces, trim and soles.</li> <li>● The shoes must look like dress shoes not like bowling shoes, Moccasins, slippers, tennis or canvas-type shoes.</li> <li>● Shoes should have closed toe, but may have an open back (i.e. Birkenstocks).</li> <li>● Shoes that have fur or a plaid lining that look like slippers are not allowed.</li> </ul>
<b>Polo Shirt</b>	Solid colors: white, light blue, or hunter green with collar, long or short sleeves. Polo shirts are to be worn completely tucked in and buttoned near the neck.	N/A
<b>Socks</b>	Students must wear socks, however any color is acceptable.	Must be worn, however any color is acceptable. Ladies may wear solid color tights, or hosiery under their skort, skirt, or slacks.
<b>Under garments</b>	Parts of undergarments worn on the upper body should be white, neutral, or skin tone in color and are to be covered at all times. All other undergarments should also be covered and not visible.	Undergarments and parts of undergarments worn on the upper body should be white, neutral, or skin tone in color and are to be covered at all times. All other undergarments should also be covered at all times and not visible through blouses, dress shirts, slacks, skirts, or skorts.

## SECTION VII: STUDENT ACTIVITIES

**ACADEMIC ELIGIBILITY:** The State of Iowa has implemented the following academic eligibility requirements which will be followed, in addition, to Saint Albert Catholic High School's existing academic eligibility rules. Students who have an "F" for any course for which credit is awarded at the end of the first or second semester is ineligible to dress for and compete in the next occurring interscholastic athletic contest and competitions in which the student participates for 30 calendar days from the first competition day. This language applies to all athletic activities except baseball and softball where the ineligibility period is for consecutive weeks following the end of the final grading period. Athletes are also governed by standards requiring all contestants to be enrolled and in good standing in a school that is a member or associate member of the organization sponsoring the event (IHSA/IGHSAU). In addition, all contestants must be under 20 years of age. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is eligible to compete during the summer following twelfth grade. In addition to the state requirements Saint Albert also has an established academic eligibility policy. Our purpose in establishing this policy is to serve as an incentive for students participating in extracurricular activities to maintain minimal academic standards.

Any student who receives an “F” in at least two classes is automatically ineligible for any extra-curricular activities for the following quarter. If a student receives an “F” in one class for that quarter, he/she will remain eligible for the following quarter.

Attendance at practice for a student who is academically ineligible is left to the discretion of the coach/sponsor. The student may not, however, participate in an actual performance, contest, interschool competition, etc... Camps, clinics, tryouts, etc... are not considered actual performances and the student will be able to participate in those activities.

It is possible that eligibility be granted to a student that has passed a minimum of 5 classes. In such cases, the student must submit a written request to have his/her case reviewed. If a problem or condition is the basis of the review, it is required that the diagnosis of the problem be made by a professional agency outside the school and that the person/family be involved in a treatment program. The diagnosis and treatment must be in place before the review committee can restore any type of conditional eligibility.

A grade of incomplete may affect eligibility. While an incomplete provides extended opportunity to completing make-up expectations, for purposes of activity eligibility, an incomplete will be treated as a failing mark until make-up obligations are completed and a passing grade is earned for the course(s). If make-up work is not completed by the designated deadline, a mark of incomplete at becomes an “F”, the student becomes ineligible at that time.

The policy will cover students in grades 7-12. Transfer students will not be subject to the policy until the first time they receive quarter grades from Saint Albert.

A student who receives two F’s for a quarter grade forfeits eligibility on the calendar day following the day grades are due in the office.

If a student becomes ineligible after fourth quarter grades, he/she will not be allowed to participate in any summer/fall extracurricular activities until successful completion of a comparable class either through summer school, or an independent study. This course must receive prior approval by school officials.

Interpretation of Academic Eligibility Policy as it applies to band and chorus is as follows:

- If an activity cannot take place without our band or chorus then it’s considered an integral part of the curricular experience and academic eligibility does not apply (i.e., the Christmas and spring concerts). This stipulation requires that the performance is an actual part of a class and a grade is being given for the performance. If it is not an integral part of the class and no grade is being given, the student will not be allowed to participate.
- If an activity can take place – even though it may not be the same quality without our band or chorus, it is subject to academic eligibility (i.e., the musical, conference band, clinics, contests, ball games, pep band, etc.). Academic eligibility also applies to any music activity not held on our campus.

**GENERAL ACTIVITIES:** Interested students may audition for or participate in any of the following activities:

- |                       |                |                      |                   |
|-----------------------|----------------|----------------------|-------------------|
| ● Athletics           | ● Dance Team   | ● MathCounts         | ● Student Council |
| ● Battle of the Books | ● Drama        | ● Math Club          | ● Vocal Music     |
| ● Yearbook            | ● Cheerleading | ● Instrumental Music | ● Science Team    |
| ● Concert Choir       | ● History Day  | ● Speech             |                   |

The interscholastic athletics offered are as follows:

<u>Boys</u>		<u>GIRLS</u>	
● Baseball	● Golf	● Basketball	● Softball
● Basketball	● Soccer	● Bowling	● Swimming*
● Bowling	● Swimming*	● Cross Country	● Tennis
● Cross Country	● Track	● Golf	● Track

\*Swimming teams are combined with students from Council Bluffs Public School.

#### SPECIFIC ACTIVITIES:

1. Religious Activities: One of our most fundamental reasons for existing as a school is to provide an atmosphere for our faith to grow and mature. Therefore, the following opportunities are made available for everyone:
  - a. Mass during the school day on Holy Days
  - b. Mass once a week for all students grades 6 – 12
  - c. Reconciliation scheduled through the year and always available upon request
  - d. Personal counseling if desired
  - e. A reflection day for each class (Grades 6 – 12)
  - f. Campus Ministry
2. Student Council: The Student Council is a cross section of the entire student body. It convenes regularly to deal with matters of mutual interest to students, faculty and community. Elections are held in the spring of each year. In addition to the three officers (president, vice-president, secretary/treasurer), it is composed of five representatives from each class. The president, vice-president, and secretary/treasurer are juniors or seniors. To become a candidate, a student must file a petition signed by 15 students and 5 faculty members, and must have at least a 2.00 grade average for the previous semester. The petition is filed with the student council sponsor. If needed, a preliminary run off is held. Student Council adheres to the academic eligibility policy.
3. Awards Assembly: During the late spring, an Awards Assembly will be scheduled to recognize those students who have excelled in activities besides sports. Athletic banquets will be held to honor athletes.
4. Formal and Semi Formal Dance Dress Code and Behavior:
  - a. Any student inappropriately dressed will not be permitted to enter a dance.
 

**Girls:** Girls may wear dresses that are strapless or feature spaghetti straps. Bare or open backs are acceptable; however, bare midriffs are not permitted. Dress shoes are suggested, although rubber sole athletic shoes are permitted. Undergarments should not be visible. See-through apparel is not permitted. Garments that are extremely tight, short, or extremely low cut are also unacceptable. Jeans and shorts of any kind are not permitted.

**Boys:** Boys should wear dress slacks, khakis, suit, or tux. Boys should wear shirts with a collar. T-shirts are not permitted. Dress shoes are suggested although rubber sole shoes and athletic shoes are permitted. Jeans and shorts of any kind are not permitted.

**Dates/Guests:** Students who choose to bring an outside guest are responsible to properly inform and clarify the Dress Code to their date/guest. The administration reserves the right to make final decisions regarding compliance with the dress code. Students from other schools who plan to attend Saint Albert dances must fill out a permission sheet signed by their school's principal, their parent, the Saint Albert parent of the student from Saint Albert, and Saint Albert administration. These forms are available in the main office.
  - b. Dancing that is commonly known as "dirty dancing" or "bump and grind" where close physical contact of a suggestive sexual nature is not permitted. Any student participating in such dancing may be asked to leave the dance.
  - c. Non-Saint Albert students who are not specifically invited guests (dates) of Saint Albert students may not attend school dances.
  - d. Students/dates must have tickets or purchase tickets at the door in order to be admitted. They may not come only to have their pictures taken and then leave. If this occurs, parents will be contacted immediately.
  - e. Any student/date who leaves the building during a dance will not be readmitted nor may they loiter on the grounds.
  - f. Alcohol/controlled substance use: See Special Topics
  - g. Any guest, regardless of age, is subject to the same rules as Saint Albert students.
  - h. A uniformed Council Bluffs police officer may be on duty at Saint Albert dances.

**TRANSPORTATION TO AND FROM SCHOOL TRIPS (ACTIVITY AND FIELD):** All activity and field trips should be made in the following conveyances only:

1. School bus or van.
2. Commercial carrier.
3. Passenger cars with the following provisions:
  - a. School administrator must approve each trip.
  - b. Passenger cars shall each carry one adult either as a driver or chaperone.

**Activity Trips – Transportation to:** Participating students arriving at any activity by any means other than authorized by the coach, teacher, or sponsor are ineligible for that activity, and will not be allowed to participate.

**Activity Trips – Return from:** Each student is required to return from all activity trips by the same conveyance that they used to arrive.

(Exception – a parent, upon personal request to the director of that activity, may secure permission for the student to return with him/her.

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## **SECTION VIII: ACTIVITY PARTICIPATION RULES AND CONTRACT**

Saint Albert Middle and Senior High School believes that participation in extracurricular activities is a valuable way to learn Christian living skills. There are many lifelong rewards to be gained by taking part in individual and group activities. Consistent with the enjoyment of those rewards is the responsibility to prepare to the best of one's ability to represent oneself and the school. This contract is intended to assist participants in athletics, music, speech, drama, cheerleading, and dance team, both in and out of season, with meeting those responsibilities.

As a participant in Saint Albert's school activities, I understand that the following rules, regulations, and procedures are to be observed throughout the entire year.

I understand that I am subject to all school rules included in the PARENT/STUDENT HANDBOOK/CODE OF CONDUCT.

According to those rules, I will be excluded from participation for:

1. School Suspensions (In-School and Out-of-School) — until suspension and any subsequent probation is successfully completed.
2. Being placed on full probation — until the probation is successfully completed.
3. Failing to comply with the Iowa High School Athletic Association Code (IHSAA) or Iowa Girls High School Athletic Union (IGHSAU).

Attendance at practice(s) is at the coach's discretion.

I also agree to follow the academic eligibility and information requirements included in the PARENT/STUDENT HANDBOOK.

1. School Attendance and Discipline:
  - a. To take part in or practice for any school activity on a school day, I must be in attendance by 10:30 AM of the school day unless I am excused by the assistant principal or principal (e.g. for a funeral, doctor's appointment, etc.) and I must also obtain an excused admit slip from the office for any class period missed. Please note that Mass is considered a class period.
  - b. If I am sent to the office from class or study hall for a disciplinary reason, I may be ineligible to participate in any contest that day. Eligibility will be determined by the administration. If I am ineligible for a contest, I must inform the coach of my ineligibility.
  - c. In the case of arriving home after 12AM (midnight) from an out-of-town competition, the coach/activity sponsor may excuse the student participants' absence from first period classes the following day. All student participants should report to school no later than 9 AM. Please note that Mass is considered a class period. The coach/activity sponsor should notify the office and the Athletic Director of the permission.

2. Practice Sessions:
  - a. I agree to attend all practice sessions. Only absences excused by the head coach/sponsor are acceptable. Coaches/sponsors will set team rules that address dismissal from a team.
  - b. I agree to serve all acquired detentions during the assigned time or I will not be eligible to practice or perform. I understand I am responsible for any tardies to or absences from practice as a result of my detentions and that such practice irregularities will be subject to the discretion of the head coach/sponsor of my activity.
3. I assume complete responsibility for all clothing/equipment issued to me and will pay replacement costs for any item(s) damaged or lost. I will not be eligible to begin practice for my next activity until all equipment and uniforms are turned in.
4. I agree to cooperate with my coach/sponsor in all respects.
5. I agree to control my anger and never use any profanity or obscene gestures as a means of venting my anger.
6. I agree to respect all decisions of the officials.
7. I agree to maintain my hair and appearance in neat and trim fashion and dress according to established guidelines for all out-of-town activities.
8. I agree that as a participant of one or more activities, regardless of whether or not that activity is in progress, I am responsible for any actions that can cause any embarrassment or negative repercussions to the school.
9. I agree to refrain from the use of and/or possession of ALL tobacco products, including e-cigarettes.
10. I agree to refrain from the use of ALL alcoholic beverages or controlled substances except as prescribed by a licensed medical professional.
11. I understand that it is my responsibility to respect the property of others. I agree that I am responsible for any of my own actions that cause vandalism, destruction of property and theft of others' property. All property should be locked in the locker room or given to the coach/sponsor to hold for security reasons.
12. I agree to comply with the rules regarding transportation to and from activity trips.
13. I understand that each coach/sponsor may establish codes of conduct, which are in conformity with school rules but particular to the specific activity.

The coach/sponsor or staff member in charge of an activity has the responsibility to inform participants of these rules. In addition, that coach/sponsor or staff member has the authority to administer participation rules. Violation of these participation rules are to be brought to the attention of the activities director. If a violation of a participation rule(s) results in disciplinary action being taken by the activities director, the participant's parents will be notified in writing. A participant who has been declared ineligible by the activities director/assistant principal may request in writing to have his/her case reviewed by the principal.

The following consequences are in effect if a student is determined to have violated tobacco, alcohol/controlled substance abuse or academic misconduct rules.

- I. Possession/use of tobacco in any form including e-cigarettes (in or out of season):
  - A. 1<sup>st</sup> offense: 1 day In-School Suspension and 15-school-day exclusion from all extracurricular activities.
  - B. 2<sup>nd</sup> offense: 3 days In-School Suspension, 20-school-day exclusion from all extracurricular activities and possible dismissal from the team.
- II. Consumption, use, possession or transmission of illegal drugs or alcohol or misuse of prescription drugs or inhalants (in or out of season):
  - A. 1<sup>st</sup> offense: 3 day In-School Suspension, 15-school day-exclusion from all extracurricular activities.
  - B. 2<sup>nd</sup> offense: 3 days In-School Suspension, 20-school-day exclusion for all extracurricular activities and possible dismissal from the team.
- III. Academic Misconduct (cheating, lying, plagiarism or assisting in cheating, lying, or plagiarizing (in or out of season):
  - A. 1<sup>st</sup> offense: loss of credit for the assignment, administrative referral, detention, and 10 days probation and 10 school day exclusion from all extracurricular activities.
  - B. 2<sup>nd</sup> offense: loss of credit for the assignment, administrative referral, detention, 1 day In-School Suspension, 15 days probation and 15 school day exclusion from all extracurricular activities.



- C. 3<sup>rd</sup> offense: loss of credit for the assignment, administrative referral, detention, 3 days In-School Suspension and a number of days of probation and exclusion from all extracurricular activities to be determined.
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## **SECTION XXI: SCHOOL SONG**

Cheer, cheer for Saint Albert high  
We never give up, never say die.  
Cheer our team on to their goal.  
We'll stand behind you, green and gold.

St. Albert Falcons, fight, fight, fight.  
Fight for what we know is right.  
While our loyal team goes marching  
Onward to victory.

V-I-C-T-O-R-Y, onward victory.

# MIDDLE/HIGH SCHOOL CODE OF CONDUCT

**Let no one look down on you because of your youth,  
but be a continuing example of love, faith and purity to believers.**

**Attend to your duties; let them absorb you,  
so that everyone may see your progress.  
Watch yourself and your teaching. Persevere at both tasks.  
By doing so you will bring to salvation yourself and all who hear you.**  
*1 Timothy 4:12, 15-16*

## **SECTION X: FORWARD**

The Saint Albert CODE OF CONDUCT is designed to assist students to live by the principles of a school rooted in our Judeo-Christian Scripture and Spiritual beliefs.

Two sets of principles will guide the students' behavior. The first set of principles is the obedience to the Ten Commandments, the Beatitudes, and the moral teachings of Jesus Christ. The second set of principles is the moral and ethical laws of the Church with particular emphasis on the six precepts of the church.

The Saint Albert school system is dedicated to the spiritual, intellectual, physical, and social development of its family of students. This CODE OF CONDUCT was created so that families and their students who choose this environment will have the opportunity to achieve the Saint Albert School system goals to their fullest potential.

By selecting Saint Albert Schools, you are agreeing to abide by this code of conduct and understand that this CODE OF CONDUCT is intended to cover the behavior of a Saint Albert student year round. Infractions involving drugs, alcohol, tobacco, or any other criminal activity, which occur on or off the school grounds and during or outside the school day, will be subject to the consequences outlined in the CODE OF CONDUCT.

This CODE OF CONDUCT applies to all Saint Albert students. Consequences for Primary and Intermediate students may be altered depending upon the nature of the incident and/or age of the student.

### **A SAINT ALBERT STUDENT IN GRADES K-12 KNOWS:**

The three rules that all Saint Albert Catholic School students will follow are:

- Respect yourself, others, and your school.
- Contribute in a positive way to your learning environment.
- Follow school procedures.

The goals of the Saint Albert Catholic School Discipline Program are as follows:

- To promote the growth in every student of the character, integrity, and service to others modeled by Jesus Christ.
- To guide each student's growth in respect for others, as well as the rights and property of others and those rights and property held in common.
- To increase in each student the self-discipline trait of personal responsibility.
- To guarantee students a school-learning environment where they are free to learn, grow, and change in safety.

The expectations for **every** Saint Albert Catholic School student are as follows:

- Treat every person with respect and dignity.
- Always use appropriate language to represent oneself and our school in the best possible way.
- Respect the property of others.
- Work cooperatively with others.
- Resolve conflicts in a peaceable and mature manner.
- Cooperate with members of the school staff.
- Attend all scheduled class and study sessions.
- Act honestly and with integrity.
- Act as good stewards of the gifts God has given us, chiefly by making moral decisions about the care of one's body and the material resources held personally and in common.
- Follow the rules of the school and seek redress for any alleged grievances through appropriate means.

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## SECTION XI: STUDENT ATTENDANCE

Students are expected to be present when school begins and in their classrooms ready to learn when classes are in session. Attendance and dependability impact academic success. Punctuality and reliability are valuable work ethics. These traits are expectations in the Saint Albert Schools because they are important keys for present and future success.

When attendance expectations are not fulfilled, the Saint Albert Schools reserve the right to require appropriate documentation to substantiate illness or absence. Even when documentation is provided, administrators reserve the right to determine whether an absence is excused or unexcused.

1. **UNEXCUSED ABSENCE:**

- A. One detention and parent notification for each class period missed and/or incident of leaving school grounds without permission (first incident).
- B. Detention, parent notification, and full probation (second incident).
- C. Referral to the Area Board for action pursuant to Diocesan policy (additional incidents).

2. **EXCESSIVE ABSENCE:**

- A. After 10 absences/tardies in a class per semester, parents are notified that at 12 absences/tardies their child will be put on an attendance contract.
- B. Upon the 12<sup>th</sup> absence/tardy from any one class in a semester, an attendance contract limiting future absences is initiated between the school, parent, and student. A violation of the contract will result in loss of course credit. When a valid excuse from a health care provider is presented to the high school office, the excused absences will not count toward the 12 absences/tardies that resulted in an Attendance Contract.
- C. A failure will result after fifteen absences/tardies in any class during a semester unless proper doctor/dentist excuses are provided to the office within ten school days of the illness.

3. **TARDINESS:**

- A. **Detention** is assigned when the student is tardy to school.
- B. **Demerit** is assigned when student's tardy occurs after the start of the school day.
- C. Full probation is assigned for excessive tardiness to school and/or class.

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## SECTION XII: RESPECT & RESPONSIBILITY

Saint Albert's hope is that every one of its students is a young person who respects and cares for others. Ideally, this respect is exemplified at school, during activity participation, at school events, and throughout the student's life. Demonstrating care and respect for one's friends can be easy. The challenge for Saint Albert students is to respect, value, and care for those who are different from ourselves. Individuals from a different grade, with different personal interests, of a different race, from a different background, country, school, or team, all deserve respect and care from Saint Albert students.

Any student who teases, hazes, or disrespects another student is standing in direct opposition to this goal. This type of behavior is sometimes seen in physical or verbal confrontation, but more often it is seen in a subtle and silent form of snobbery or unfriendliness. In either case, the result is the same – people are bound to feel alienated, angry, and hurt.

The Saint Albert community often identifies itself as a “family.” Therefore, students and staff members must absolutely reject feelings and behaviors that distance us from others. Saint Albert students have a responsibility to not only reject these negative behaviors, but also to act toward others in a friendly, welcoming, and Christian manner.

Once a student enters Saint Albert, that student is responsible for all of their words and actions, both in and out of school. Any serious violation of school policy, and/or any legal or moral laws could result in serious disciplinary action. This is especially true in cases where the good reputation of the school with the surrounding community is placed in jeopardy.

### SECTION XIII: STUDENT CONDUCT AND THE DEMERIT/RE-MERIT PROCESS

Behaviors that are disrespectful to self, peers, adults, and God are unacceptable. Actions that disrupt the school learning environment or damage the school community will not be tolerated. School staff members are committed to confronting inappropriate student behavior and holding students accountable for their actions. The family’s agreement and the school administrators’ commitment to support these expectations by imposing consistent consequences for unacceptable behavior are essential to maintain a school environment worthy of the Saint Albert Catholic School community.

**DEMERIT/REMERIT SYSTEM:** The Saint Albert Catholic Middle and High School utilizes a Demerit/Remerit System to provide immediate and consistent consequences for irresponsible behavior. A demerit is a recorded notice of an infraction of school rules. A remerit can be granted if student goes 10 school days without a demerit. It will be the student’s responsibility to appeal to the Assistant Principal to have a remerit issued.

Graduated consequences for student’s behavior are implemented through the Demerit/Remerit system. Accumulated demerits will result in detentions, probation, in-school suspensions and/or expulsion. The demerit record (*which will be submitted online by staff member*) will show the reason for the demerit, the date it was given, and the name of the staff member who submitted it.

Detentions that are assigned for offenses that are not on the Demerit List are referred to as ‘Automatic Detentions’. Like demerits, Automatic Detentions will also be submitted electronically so that parents can see the reason for and number detentions accumulated in a semester. Common behavior infractions and demerit consequences are noted below.

1 Demerit	2 Demerits	3 Demerits
<ol style="list-style-type: none"> <li>1. Absent from Class without Pass/Misuse of Pass</li> <li>2. Book(s) Not Covered</li> <li>3. Disorderly Conduct (horseplay-in class, school, or events)</li> <li>4. Dress Code Violation</li> <li>5. Food/Drink in Academic Areas</li> <li>6. Improper Possession of Personal Item</li> <li>7. Student in an Unauthorized Area</li> <li>8. Tardy (except 01 period)</li> <li>9. Unprepared for Class</li> <li>10. Wasting Class or Study Time</li> </ol>	<ol style="list-style-type: none"> <li>1. Classroom Disruption/Interfering with Teaching/Learning</li> <li>2. Littering</li> <li>3. Misbehavior (<i>failure to follow School/Classroom Rules</i>)</li> <li>4. Misuse/Abuse of School Property</li> <li>5. Inappropriate public display of affection</li> <li>6. Violating the Acceptable Use of Technology Policy</li> </ol>	<ol style="list-style-type: none"> <li>1. Bullying or cyberbullying</li> <li>2. Defiance of authority</li> <li>3. Disrespectful/threatening language or actions toward staff or peers</li> <li>4. Improper behavior at liturgies, school events or functions</li> <li>5. Inappropriate or threatening language or actions</li> <li>6. Failure to follow directions</li> <li>7. Not clean shaven (<i>male students</i>)</li> <li>8. Tardy to 1st Period</li> <li>9. Unexcused absence from class</li> </ol>

**Automatic Referral and Detention:** If a teacher/admin feels an infraction occurred, but is not a demeritable offense, an automatic detention may be administered to the student.

**Major Infractions – Administrative Referral with CODE OF CONDUCT Applied**

1. Cheating, plagiarism, or assisting others in cheating or plagiarism
2. Criminal Activity
3. Fighting or inciting others to fight
4. Harassment or Sexual Harassment
5. Theft or possession of stolen property
6. Possessing or accessing pornography
7. Vandalism
8. Conduct unbecoming of a Saint Albert Student

**Tuesday Night Detention:** The purpose of the Tuesday Night Detention is to have students realize that having multiple detentions is a behavior that is not acceptable for a Saint Albert student. The goal is to change student behavior.

- For MS students, Tuesday Night Detention is assigned after every six (6) detentions.
- For HS students, Tuesday Night Detention is assigned after every four (4) detentions.
- MS/HS students must still serve their detention after completing Tuesday Night Detention.
- After two (2) Tuesday Night Detention sessions within a semester, a meeting with the student, parent, and administrator will be held to create and implement a behavioral plan for the student.
- If a student continues to have Tuesday Night Detention and multiple detentions, the student may receive suspension or expulsion from the school.
- Tuesday Night Detention can also assigned if administration feels inappropriate behavior is worthy of additional consequences.

**Accumulation of Demerits**

- Demerit entry into the Demerit Discipline System will identify the incident date and reason for the demerit, noting the inappropriate behavior.
- Detentions assigned for CODE OF CONDUCT offenses will also be noted by administrators.
- Parents can check their student’s demerit history by contacting the MS/HS office or assistant principal.

# of Demerits	Detention & Parent Notified	Suspension Days			Probation	Behavioral Contract/Parent Meeting	Recommend for Expulsion
		1	2	3			
3	X						
6	X						
9	X						
12	X						
15	X						
18	X						
21	X				X (10 sch days)		
24	X				X (10 sch days)		
27	X				X (10 sch days)		
30	X	X			X (15 sch days)	X	
33	X		X		X (20 sch days)	X	
36	X			X	X (25 sch days)	X	
40	X			X	X (30 sch days)	X	X

## Major Infractions & Administrative Consequences (MS/HS)

The following alphabetical list of behavior infractions clarifies typical consequences assigned because of st Administrative Referrals. Infractions are for the current year and will not follow the student throughout his/her school career.

Infraction	1st Offense
Academic Misconduct: Cheating, Lying, Plagiarism or assisting in cheating, lying, or plagiarizing	<p><b>1st offense:</b> Administrative referral, Loss of credit for assignment, detention, 10 Days Probation, parent notification</p> <p><b>2nd Offense:</b> Administrative referral, Loss of Credit for assignment, 1 day In-school Suspension, parent notification</p> <p><b>3rd Offense:</b> Administrative referral, Loss of credit for assignment, 3 day In-school Suspension, parent notification, Possibility of Expulsion</p>
Bullying, Cyber bullying	Administrative referral, 3 Demerits, parent notification, Possibility of probation, suspension, or recommendation for expulsion
Criminal Activity including gambling, theft, assault, vandalism, or possession of weapons or illegal substances	Administrative referral, 3 Demerits, parent notification, Possibility of probation, suspension, or recommendation for expulsion
Defiance	Administrative referral, 3 Demerits, parent notification, Possibility of probation, suspension, or recommendation for expulsion
Disruption of School or School Events	Administrative referral, parent notification, detention, or suspension with probation including event & activity suspension
Fighting or Physical Assault	Administrative referral, 1-3 day In-School Suspension, parent notification, 15-30 day probation including suspension from activities & school events
Harassment, Sexual Harassment	Administrative referral, parent notification, detention, or suspension with probation, or recommendation for expulsion
Improper bus behavior	Administrative referral, 3 demerits, or suspension with probation, or recommendation for expulsion
Inappropriate behavior at religious ceremonies or misuse of religious items	3 demerits, possible administrative referral, parish or community service <u>may</u> also be assigned
Site or sound of cell phone in non-designated location <b>(Middle School Only)</b>	Automatic Detention, Parent Notification. Item confiscated submitted to office. Student can collect phone/electronic device at the end of the day.
Misbehavior at graduation ceremony	Student review before the Area School Board with Parent/guardian to receive diploma – 15 day probation
Obscenity, vulgarity, profanity	Administrative referral, 3+ demerits, detention, parent notification, possible suspension and probation
Pornography	Administrative referral, 3+ demerits, detention, parent notification, possible suspension and probation
Unsportsmanlike Conduct	Administrative referral, 3+ demerits, detention, or probation, or suspension from school or activities
Verbal Assault or Threatening Others	Administrative referral, 3+ demerits, detention or school suspension, or probation with suspension from activities and school events

**IN-SCHOOL SUSPENSION (ISS):** The principal or his/her designee may specify the imposition of an In-School Suspension for a period not to exceed three school days. In-School Suspension may be imposed for infractions of school rules or policies. If a student accumulates 12 unserved detentions they will automatically be placed on one day of In-School Suspension followed by 10 days full probation. The student will have 8 detentions removed for the day of ISS. Before making a

decision to suspend a student, the administrator shall notify the accused student of the charges against him/her and shall afford the accused an opportunity to speak in his/her defense. In-School Suspension involves:

1. A parent/guardian conference by phone or at a mutually scheduled meeting.
2. Exclusion from participating in and attending all extra-curricular activities until the probation is successfully completed.
  - a. It includes athletic games, speech, drama, club activities, and dances, etc.
  - b. A full probation follows In-School Suspension
3. Assistance in improving behavior through counseling.
4. All In-School Suspension days are served first and then the days of probation will begin. Such as, if you are given 3 days of In-School suspension and 15 days probation, you must serve the 3 days of In-School Suspension and then the 15 days of probation begin.
5. Any student who is placed on probation or In-School suspension during the summer months will have the following options:
  - a. Serve up to 3 days of work at school, and then complete their remaining days of probation based on the CODE OF CONDUCT during the summer months.
  - b. If an In-School Suspension, serve the In-School suspension days (as mandated by the CODE OF CONDUCT) by working at school and then, complete their probation days as stated in the CODE OF CONDUCT. **or**
  - c. Wait until school begins in the fall and serve their probation days as stated in the CODE OF CONDUCT.

**OUT-OF-SCHOOL SUSPENSION:** Out-of-School Suspension is used when other disciplinary methods have failed or when the student's presence is a threat to other students or detrimental to the best interests of the school. Parents will be notified promptly of the suspension and of the facts leading to the decision to suspend. A student or parent may appeal a suspension as per school board policy. Upon return to school, the student is placed on full probation.

**TEACHER ASSIGNED DETENTION:** A teacher may assign detention to a student for any unacceptable behavior. When a teacher-assigned detention has been given, the teacher assigning the detention shall set the amount of time to be made up and when it is to be made up. (Transportation is the student's responsibility. One day will be allowed in order for transportation arrangements to be made.) The teacher giving the detention will also be the person in attendance when the detention is made up.

If a student does not make up the detention time as set, the teacher will notify the parent/guardian and administration, the student's time will be doubled, and a deadline set for when it must be completed. If a student fails to make up the detention after it's been doubled, the student will be placed on In-School Suspension.

**TEMPORARY REMOVAL FROM CLASS:** Classroom teachers may temporarily remove from class to the office any student who has become a discipline problem. When a student is removed from class to the office by a classroom teacher, the student must report directly to the office. The administrator shall ascertain the reasons for the temporary removal from class. The classroom teacher shall submit a written and/or oral report to the administrator specifying the misconduct or reason for suspension from class.

A description of the interventions preceding the student's referral to the office will be included in the report. Either the classroom teacher or an administrator shall also in a timely manner inform the parent/guardian of the situation. Suitable arrangements for readmission to class shall be established during a teacher-student conference, which may include the principal or his/her designee and may also include the parent/guardian.

A teacher removal of a student from class to the office shall not exceed three school days without administrative/parent approval. (A teacher who chooses to use removal from class to the hallway as a disciplinary tool is to report the situation to the appropriate administrator the day it happens.)

**LIMITED PROBATION:** A limited probation may be imposed by the principal or his/her designee for infractions of school rules where the infraction does not necessarily demand a full probation. Limited probation involves:

1. Parent /guardian conference by phone or at a mutually scheduled meeting.
2. Possible assignment to the counselor or another staff member for assistance in improving behavior.

**FULL PROBATION:** A Full Probation may be imposed by the principal or his/her designee for infraction of school rules or policies where the infraction of school rules or policies does not necessarily demand suspension. It is also used in conjunction with suspension. Full Probation involves:

1. A parent/guardian conference by phone or at a mutually scheduled meeting.
  2. A possible written contract indicating the consequences of being sent or referred to the office for ANY disciplinary matter during the period of probation.
  3. Exclusion from participating in or attending all extra-curricular activities until the probation is successfully completed. This includes athletics, speech, drama, club activities, dances, etc.
  4. Probation time is based on school days the student is in attendance. Any student who is placed on probation or In-School Suspension during the summer months will have the following options:
    - a. If placed on probation, serve up to 3 days of work at school, and then complete their remaining days of probation based on the CODE OF CONDUCT during the summer months. If on In-School Suspension, serve the In-School Suspension days (as mandated by the CODE OF CONDUCT) by working at school and then, complete their probation days as stated in the CODE OF CONDUCT.
- OR**
- b. Wait until school begins in the fall and serve their probation days as stated in the CODE OF CONDUCT.
  5. Possible assignment to the counselor or another staff member for assistance in improving behavior.
  6. Students may serve a day of their probation whenever Teacher In-Service Days or vacation days are scheduled and when the custodial staff is at work. The student will need to come to school at 8:00 A.M. and do needed work in the school during that day until 3:10 P.M. in order for it to count as a day of probation.
  7. If a student is involved in a sport when they are on probation, any game, speech, drama, club activities, and dances, etc... that they miss due to the fact that they are on probation on a Saturday, Sunday, during vacation or Teacher In-Service days will count as a day of their probation.

Any student who self reports an incident that would place the student on In-School Suspension or probation will receive 3 days off of their probation time. A student must self-report the incident by 8:05 A.M. or as soon as they report to school the next school day after the incident occurs to be eligible for the reduction of probation days for self-reporting.

**VIOLATING PROBATION:** Violating a Full Probation or Limited Probation will result if a student has any other probationary infractions. Violating probation involves:

1. Parent Notification.
2. One additional day of In-School Suspension (per violation).
3. Probation days will start over following In-School Suspension with five days added (per violation).
4. Assistance in improving behavior through counseling.

**EXPULSION:** Expulsion of a student is the sole responsibility of the Area Board of Education. Normally, other means of correction must have been tried and have failed to bring about proper conduct, or due to the nature of the violation the pupil's presence causes a continuing danger to the safety of other pupils and other means of correction are not feasible. The decision to expel or not is reached only after a recommendation by the principal has been heard and the student and/or parent have had the opportunity for a closed hearing with the board. The board may expel a pupil for committing, or conspiring to commit, or cooperating in offenses related to:

1. Damage to or theft of school or private property.
2. Infliction of or threatened physical injury to another person.
3. Possession or sale of weapons or drugs including alcohol.
4. Disruption of school activities.
5. Failure to abide by school rules (demerit card accumulation of 40 demerits).
6. Starting a fire or bringing materials into the school that would start a fire.



## SECTION XIV: BUS REGULATIONS & DISCIPLINE

1. All elementary students should ride in the front of the bus with the MS/HS students riding in the back.
2. The driver is in charge of the students and the bus. His/her judgment in making decisions on the bus is final.
3. Students must be at the bus stop 10 minutes prior to the scheduled pick-up time. The bus cannot wait beyond its regularly scheduled time for those who are not ready.
4. Students should never stand in the street while waiting for the bus.
5. Once on the bus, students must remain in their seat until they reach their destination.
6. Any behavior that is destructive, physically or verbally, or in any way interferes with the safe operation of the bus, is prohibited at all times. The following behaviors are subject to a warning or written conduct report by the bus driver and subject to Code of Conduct consequences:
  - a. Deliberate defiance: a refusal to cooperate with or follow directions of the driver.
  - b. Obscene and/or unacceptable language, gestures, remarks, pictures, or signs.
  - c. Excessive talking and unnecessary noise, lack of courtesy and/or respect.
  - d. Throwing items of any kind in the bus or out of the window.
  - e. Fighting or scuffling on the bus or at the bus stop.
  - f. Deliberate, unnecessary delay loading or unloading.
  - g. Refusal to stay safely seated.
  - h. Having or using chemical/hazardous substance(s), illegal items, or weapons of any kind at the bus stop or on the bus.
  - i. Extending hands, arms or head out of the window.
  - j. Tampering with equipment.
  - k. Vandalism. *(The student(s) responsible for damage/vandalism must pay for damage to a bus before he/she will be allowed to ride again.)*

Infraction	Consequence
1 <sup>st</sup> Offense	Verbal warning by the bus driver. Notification to the assistant principal.
2 <sup>nd</sup> Offense	First Warning. Bus conduct report mailed home for parent/guardian signature.
3 <sup>rd</sup> Offense	Second Warning. Bus conduct report mailed home for parent/guardian signature. Student loses bus privilege for one week.
4 <sup>th</sup> Offense	Third Warning. Bus conduct report mailed home for parent/guardian signature. Student loses bus privilege for two weeks.
Additional Offenses	With each subsequent offense, an additional week of bus suspension is added (i.e. fifth offense equals three weeks of lost bus privileges).

The driver will not discharge riders at places other than the designated bus stop unless approval is received from the building administration as well as prior written authorization from the parent/guardian.

The emergency exit is to be used for emergencies only. The driver is responsible for stating when an emergency exists. He/she is also responsible for ensuring that students know how to use the emergency exit safely.

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## SECTION XV: ANTI-BULLYING, CYBER-BULLYING, HARASSMENT, SEXUAL HARASSMENT POLICY

**SEXUAL HARASSMENT:** It is the policy of the educational programs governed by the Diocesan Board of Education to maintain a learning and working environment that is free from sexual harassment and/or harassment of any type. No employee, volunteer or student associated with these programs shall be subjected to sexual harassment or harassment of any kind.

Any person who alleges harassment by an employee, volunteer or student of an educational program governed by the Diocesan Board of Education may complain directly to his/her teacher, immediate supervisor, principal or the

superintendent of schools for the Diocese of Des Moines. Detailed procedures to be followed are outlined in Diocesan Board Policy 314 and Regulations 314.1 and 314.2; copies are available in our school office.

Harassment, bullying, and cyber-bullying of students and employees are against federal, state and local policy, and are not tolerated. Saint Albert is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, Saint Albert has implemented policies, procedures, and practices that are designed to reduce and eliminate bullying, cyber bullying, and harassment as well as consequences to those who victimize others. Bullying, cyber bullying, or harassment of individuals, whether by students, school employees, or volunteers who have direct contact with students or staff, will not be tolerated in the Saint Albert Schools.

Harassment, cyber-bullying, and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment. Harassment, cyber-bullying, and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, cyber bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

Saint Albert prohibits harassment, cyber bullying, hazing, or any other victimization of students and employees that is based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

The school will promptly and reasonably investigate allegations of bullying, cyber bullying, or harassment. The Principal or designee will be responsible for handling all complaints by students and employees alleging bullying, cyber bullying, or harassment.

If, after an investigation, a student is found to be in violation of this policy, the offending individual shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Any person who promptly, reasonably, and in good faith reports an incident of bullying, cyber bullying, or harassment to a school official under this policy, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding related to providing the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

## SECTION XVI: PROVIDING A SAFE & ORDERLY SCHOOL ENVIRONMENT

Saint Albert prides itself on the efforts made to help create a safe school environment. Our goal in attempting to maintain a safe school environment is a priority because it is essential in a school that promotes quality education. Offenses in this category are cumulative throughout a student's career in grades 6-12.

<b>Physical Altercation:</b>	
1st Offense:	Parent notified. 15 days Full Probation. Possibility of 1 day In-School Suspension
2nd Offense:	Parent notified. 3 days In-School Suspension followed by 15 days Full Probation. Possibility of recommendation for Expulsion
3rd Offense:	Parent notified. 3 days In-School Suspension followed by 30 days Full Probation. Possibility of recommendation for Expulsion
4th Offense:	Parent notified 3 days. In-School Suspension followed by 45 days Full Probation. Possibility of recommendation for Expulsion

<b>Physical Assault on Students:</b>	
1st Offense:	Parent notified. 3 day In-School Suspension followed by 15 days Full Probation. Possibility of recommendation for withdrawal or Expulsion
2nd Offense:	Parent notified. Recommendation for Expulsion

<b>Physical Assault on Staff:</b>	
1st Offense	Parent notified. 3 day In-School Suspension followed by 45 school days Full Probation. Possibility of recommendation for withdrawal
2nd Offense	Parent notified-recommendation for Expulsion

<b>Planning/Provoking, or Inciting Physical Assault:</b>	
1st Offense	Parent notified. 3 day In-School Suspension followed by 15 school days Full Probation. Possibility of recommendation for withdrawal or Expulsion
2nd Offense	Parent notified. Recommendation for Expulsion

<b>Creating Unsafe Conditions</b> (including, but not limited to: fireworks, items used to harm other people, reckless driving on school property, gang-related activity)	
1st Offense	Parent notified. Possibility of Full probation, Suspension, or recommendation for expulsion
2nd Offense	Parent notified. Possibility of Full Probation, Suspension, or recommendation for Expulsion

## SECTION XVII: CRIMINAL ACTIVITY

Our goal at Saint Albert is to afford students an environment allowing for spiritual, physical, intellectual, and social growth. Serious misconduct of criminal activity is in direct conflict with this goal. If there is reason to believe a student has engaged in serious misconduct or possible criminal activity, the good reputation of the school and its other students with the surrounding community is placed in jeopardy.

Because Saint Albert is a unique and privileged community, built on the sacrifices of others who share a common belief, each of us is called upon to model and bear witness to the Gospel teachings. Therefore, serious misconduct or criminal activity will not be tolerated. At any time if the pupil's presence causes a continuing danger to the physical safety of other pupils the student may be suspended or expelled. Offenses in this category are **cumulative** throughout a student's career in grades 6-12.

Consequences for criminal activity will go into effect immediately upon a student's legal citation, admission of guilt, or the presence of clear and convincing evidence of guilt. Any three offenses in the criminal activities category may result in full probation, suspension, and/or recommendation for withdrawal or expulsion.

**Consumption, use, possession, transmission of illegal drugs/alcohol, misuse of prescription drugs/inhalants.**

- 1st Offense: Parent notified. 3 days In-School Suspension followed by 15 school days Probation
- 2nd Offense: Parent notified. 3 days In-School Suspension followed by 20 school days Probation
- 3rd Offense: Parent notified. 3 days In-School Suspension followed by 30 school days Probation
- 4th Offense: Parent notified. 3 days In-School Suspension followed by 45 school days Probation

In alcohol situations, possession is defined as being on the premises where alcohol is served or consumed illegally. When a student is reported as being at a party where alcohol is served, it doesn't matter the length of time they are there or whether they drank or not, the consequences are the same since the law defines it as possession.

Included with all of these is a mandatory evaluation by an outside agency, at the family's expense, and full compliance with the agency's recommendation order to end probation. Also, repeat offenses mean that the student must go to the same evaluation agency they went to the first time so that agency will have a history of that student.

In accordance with Iowa law, students found to be using or in possession, transmission of illegal drugs/alcohol, misuse of prescription drugs/inhalants will be reported to the local law enforcement.

**Attending a Party where alcohol and/or controlled substances are present**

- 1st Offense: Parent notified. 3 days In-School Suspension followed by 15 school days Full Probation
- 2nd Offense: Parent notified. 3 days In-School Suspension followed by 20 school days Full Probation
- 3rd Offense: Parent notified. Recommendation for Expulsion

**Hosting a Party where alcohol and/or controlled substances are present**

- 1st Offense: Parent notified. 3 days In-School Suspension followed by 20 school days Full Probation
- 2nd Offense: Parent notified. 3 days In-School Suspension followed by 25 school days Full Probation
- 3rd Offense: Parent notified. Recommendation for Expulsion

**Possession or use of tobacco in any form**

- 1st Offense: Parent notified. 1 day In-School Suspension followed by 15 school days Full Probation
- 2nd Offense: Parent notified. 3 days In-School Suspension followed by 15 school days Full Probation

**Firearms/Use of Weapons** (*transmission, possession, or use of any firearm, or use of any instrument as a weapon*)

- 1st Offense: Withdrawal or Expulsion (*in accordance with diocesan Policy #517, confiscation of weapons or dangerous objects may be reported to law enforcement officials.*)
- 2nd Offense: Withdrawal or Expulsion (*in accordance with diocesan Policy #517, confiscation of weapons or dangerous objects may be reported to law enforcement officials.*)

**Gambling**

- 1st Offense: Parent notified. Warning
- 2nd Offense: Parent notified. 10 school days Full Probation
- 3rd Offense: Parent notified. 1 day In-School Suspension followed by 15 school days Full Probation(Also, there will be an evaluation by an outside agency at the family's expense and full compliance with the agency's recommendations to end probation)

### **Theft or Conspiring to Steal**

- 1st Offense: \$10.00 and under (*Parent notified-financial restitution and 10 days Full Probation*)  
\$10.01 - \$200.00 (*Parent notified- financial restitution-1 day In-School Suspension followed by 15 days Full Probation*) over \$200.00 (*Parent notified- financial restitution-3 days In-School Suspension followed by 15 days Full Probation*)
- 2nd Offense: Parent notified. Financial restitution. 3 days In-School Suspension followed by 15 days Full Probation. (*Regardless of value of items*)
- 3rd Offense: Parent notified. Financial restitution. Recommendation for Expulsion

### **Vandalism/Destruction of Property\***

- 1st Offense: \$10.00 and under: Parent notified. Financial restitution and 10 school days Full Probation.  
\$10.01 - \$200.00: Parent notified. Financial restitution. 1 day In-School Suspension followed by 15 school days Probation.  
\$200.00 and over: Parent notified. Financial restitution. 3 days In-School Suspension followed by 15 school days Full Probation.
- 2nd Offense: Parent notified. Financial restitution. 3 days In-School Suspension followed by 15 school days Probation (*Regardless of value of items*)
- 3rd Offense: Parent notified. Financial restitution. Recommendation for Expulsion.

*If the vandalism/destruction of property involves Saint Albert property and involves Saint Albert students, they will be expected to be part of the restoration as directed by administration as well as fulfill any additional consequences as deemed necessary by the administration. The above listed consequences must also be done. Administration reserves the right to involve law enforcement if deemed necessary.*

### **Weapons (transmission, or possession, of any item which could be used as a weapon)**

- 1st Offense: Parent notified. 3 days In-School Suspension followed by 15 school days Full Probation
- 2nd Offense: Parent notified. Depending upon the nature of the offense, there will be a possible 3 days In-School Suspension followed by 30 days Full Probation, or a possible recommendation for withdrawal or Expulsion
- 3rd Offense: Parent notified. Recommendation for Expulsion

**Other Criminal Activity:** Saint Albert students involved in any other criminal activity may be subject to full probation, suspension, recommendation for withdrawal or expulsion depending upon the results of an administrative investigation or legal citations.

## **SECTION XVIII: ADMINISTRATIVE DUE PROCESS**

Due process rights for Saint Albert students are defined by Area Board Policy. It is our practice to inform every student of the rules and expect every student/family to acknowledge reviewing the Parent/Student Handbook.

Saint Albert students will be given an opportunity to be aware of the CODE OF CONDUCT, which includes the consequences for their inappropriate actions. Students will be made aware of the matters leading to the proposed discipline. Students may provide their perspective on situations under investigation and/or review for disciplinary action. Students are expected to be truthful and cooperative when addressing disciplinary matters with school staff.

If students, or their parents, disagree with a disciplinary outcome, they may appeal disciplinary actions to the school Principal. If dissatisfied with the results, then parents may appeal to the President of the Saint Albert system as described in Parent Due Process below.

School Administration may recommend that a student withdraw from the school. Following a full and fair review of all available facts, the Board of Education may expel a student. Expulsions may be permanent.

## SECTION XIX: PARENTAL DUE PROCESS

If a parent has a concern with a teacher, coach, or administrator, Saint Albert expects that the sequence of Parent Due Process procedures are followed in a respectful, responsible manner. Because miscommunication and problems sometimes occur during the educational process, it is important that parents, students, and Saint Albert staff members model courtesy and responsiveness when addressing conflicts. The best solutions and meaningful reconciliations occur when parties are honest, objective, and mutually pursuing the best interests of students and the Saint Albert school community.

What a parent should do...	What Saint Albert will do...
Contact the individual with whom you have a conflict by phone or e-mail and explain your concern.	Staff member will contact parent within 2 school days. Staff member may ask for a meeting w/ parent/student.
If parent is not satisfied with teacher/coach response, contact MS/HS Asst. Principal/AD Ken Schreiber at (712) 328-2316, ext. 210 <a href="mailto:schreiberk@saintalbertschools.org">schreiberk@saintalbertschools.org</a> OR MS/HS Principal Paul Hans: MS/HS Principal at (712) 328-2316 ext. 220 <a href="mailto:hansp@saintalbertschools.org">hansp@saintalbertschools.org</a>	Administrator will: <ul style="list-style-type: none"> <li>• listen to parent concern.</li> <li>• review the situation with staff member and may interview others to gather information.</li> <li>• reply to family within 3 school days.</li> </ul>
If parent is not satisfied with the administrator response: Contact David Schweitzer, President at (712) 329-9000 <a href="mailto:schweitzerd@saintalbertschools.org">schweitzerd@saintalbertschools.org</a>	The President will review the situation with the appropriate Administrator. If parent concern reaches this level, the President will schedule a meeting with the family at a mutually agreeable time, typically within a few days of contacting him. The President will reply in writing (letter or e-mail) after your meeting.
If parent is not satisfied with the President's response, contact the Area Board Chairperson <a href="#">Link to Saint Albert Area Board</a>	The Board Chair will review the situation with the President. and determine if Board policy was followed. If policy was followed, the Administrative determination will stand. If policy was not followed, the Board Chair will add the issue to the next Area Board meeting agenda.

## SECTION XX: ACCEPTABLE USE OF TECHNOLOGY

Technology is a vital part of the approved curriculum in the Saint Albert Catholic School system. The use of school owned and maintained computers is a privilege, not a right, and may be revoked if abused. Technology use must be consistent with the educational and spiritual objectives of the school system. Appropriate and equitable use of the Internet will allow students and staff access to resources unavailable through traditional means. Students' use must be in support of education, including research and administrative support consistent with school policy. All use, including e-mail, may be monitored in accordance with the Federal Communication Privacy Act [18 U.S.C. \2510-20].

The purpose of the Saint Albert School system ACCEPTABLE USE OF TECHNOLOGY POLICY is to ensure that the Internet usage at school is for constructive educational goals and is consistent with the philosophy of the school system. Because the Internet provides access to computer systems located all over the world, families should be aware that some material accessible via the Internet may contain material that is illegal, controversial, inaccurate, or potentially offensive. The Saint Albert Catholic School system cannot control all the content of the information available. However, the school system believes that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. The school system does not condone the use of inappropriate materials and will take precautions to filter access to these materials.

The following are terms and conditions that apply for using the school system technology:

1. **Unacceptable Practices** include, but are not limited to:

- a. Giving out our passwords, or other individuals' passwords;
  - b. Using someone else's account or username;
  - c. Harassing someone;
  - d. Any use of sites that specifically involve unacceptable topics such as sex, violence or drugs;
  - e. Seeking unauthorized access to any technology resource or device;
  - f. The use of profanity or inappropriate language in e-mail or electronic communications of any kind;
  - g. Trespassing in another's folders, work or files;
  - h. Transmission of any material in violation of any U.S. or State regulation;
  - i. Reproduction or transmission of copyrighted material without explicit permission;
  - j. Downloading, copying, installing, or transmitting commercial software, shareware or freeware without permission from the school's Technology Coordinator.  
Private, commercial, or political use.
  - k. Playing online or downloading games that are not for educational purposes.
  - l. Never, under any circumstances, use a diskette or CD from any source other than the school without permission of the teacher.
2. **Security:** Security on any computer system is a high priority, especially when the system involves many users. If you identify a security problem, you must notify the school Technology Coordinator immediately. Do NOT demonstrate the problem to other users. Note that electronic mail (e-mail) is not guaranteed to be private; system administrators have access to all mail. Messages relating to, or in support of, illegal activities may be reported to authorities.
3. **Vandalism:** Vandalism will result in cancellation of user privileges and may result in suspension or expulsion. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data of anyone connected to the Internet or to any other computer on the school property. This includes, but is not limited to, uploading, creating, or transmitting computer viruses.
4. **Netiquette:**
- a. Be polite. Never forget the person reading your mail or posting is a real person with feelings that can be hurt. Never mail or post anything you wouldn't say to your reader's face.
  - b. Use appropriate language. Swearing, vulgarities or any other inappropriate language is unacceptable.
  - c. Illegal activities are strictly forbidden.
  - d. Do not use the network in such a way that you would disrupt the use of the network by other users.
  - e. E-mail is not guaranteed to be private but all communications and information accessible via the network and the Internet should be assumed to be private property.
  - f. Do not reveal your personal address or telephone number or those of anyone else.
  - g. Notify an adult immediately if, by accident, you encounter materials that violate the rules of acceptable use.
  - h. Internet users see typing in all CAPITAL LETTERS as 'shouting'.
  - i. Do not print anything without permission from a teacher.
  - j. A good rule to follow is never view, send, or access materials, which you would not want your teachers and/or parents to see.
  - k. The Internet should not be used to meet unknown people. This is a dangerous practice and could have extremely negative consequences.
  - l. Please don't stay on line when you are finished (log off when you go to lunch or to class).
5. **Consequences:** Be prepared to be held accountable for your actions and for the loss of privileges if the terms and conditions of acceptable use are violated. The school system has the right to restrict or terminate information network access at any time for any reason.
- Student/staff who violate the ACCEPTABLE USE POLICY will be subject to disciplinary action according to the CODE OF CONDUCT as well as additional consequences which include, but are not limited to the following:
- a. Suspension and/or Termination of Computer Use Privileges:
    - i. 1<sup>st</sup> Violation: Loss of computer privileges for 20 school days
    - ii. 2<sup>nd</sup> Violation: Loss of computer privileges for 45 school days and 1-3 school days In-School Suspension

- iii. 3<sup>rd</sup> Violation: Loss of computer privileges for 90 school days and 1-3 school days In and/or Out-School Suspension and possible expulsion
- b. Civil or Criminal Prosecution: Should any student violate local, state or federal laws while using the Saint Albert Catholic Schools computers or networks, the administration will notify the appropriate authorities to begin the process of civil or criminal prosecution.\
- c. Payment for Damages: Students and/or their parent(s)/guardian(s) will be responsible for the repair or replacement of computer hardware or software, which has been damaged by abusive or inappropriate actions of the student. This includes additional time spent by Technology staff or vendor. Consequences may be carried over to the following next year.

Saint Albert Catholic Schools make no warranties of any kind, whether express or implied, for the service it is providing. Saint Albert Catholic Schools will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at your own risk. Saint Albert Catholic Schools specifically deny any responsibility for the accuracy or quality of information obtained through the Internet.

Should any student's computer usage result in penalties or damages for which Saint Albert Catholic Schools become liable, or result in claims or litigation involving the Saint Albert Catholic Schools, the student and their parent(s)/guardian(s) will indemnify and hold harmless the Saint Albert Catholic Schools for all damages, penalties and cost incurred by the school system.

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## **SECTION XXI: DEFINITIONS OF IMPORTANT TERMS**

The following terms are defined to clarify their meanings as used in the CODE OF CONDUCT.

**ADMINISTRATIVE REFERRAL:** Occurs when misbehavior requiring the removal of a student from class, common areas, or school functions. When referred to the office, students are required to report directly to the office, so an administrator can confer with them regarding the disciplinary matter. Consequences will follow and may include, but are not limited to detention, parent conference, suspension, probation, loss of privileges, etc.

**AFTER SCHOOL (PM) DETENTION RULES (GRADES 6-12):** After School (PM) Detention begins at 3:15 P.M. and concludes at 3:45 P.M. Students who miss an earned morning detention must attend After School Detention on that day, and fulfill the morning detention the following day. The same rules for morning Detention will be followed for After School (PM) Detention.

**BULLYING:** Verbal, electronic, written, or physical act or conduct toward a student which is based on an actual or perceived traits or characteristic of the student and which create a hostile environment for that student. Bullying is characterized by an imbalance of power in which one individual, or a group's behaviors make the victim feel physically or emotionally uncomfortable or unsafe. Two students disagreeing, arguing, or expressing dislike for one another are not necessarily bullying one another. However, bullying is occurring when unwelcome behaviors become on-going and affect a student's ability to succeed or feel safe at school. Bullying can occur whether or not the bully perceives his/her actions as just playing around or if the offending actions were intended as kidding (also reference harassment, bullying, sexual harassment).

**CLASSROOM SUSPENSION:** Occurs when a student is suspended from a class/classroom because of disciplinary referral(s). During classroom suspension, the student will be required to sit silently and complete assigned work under the supervision of school staff. The class time missed during classroom suspension must be served during morning and/or all school detention.

**DEFIANCE OF AUTHORITY:** Refusal to listen, respond, or obey direct instructions from a teacher, administrator, or school staff member in class, at school functions, or on school property.



**DEMERIT:** A demerit is a recorded notice of an infraction of school rules. Accumulated demerits will result in detentions, probation, in-school suspensions and/or expulsion.

**DETENTION:** A detention results from an accumulation of demerits or may be assigned by an administrator or teacher for various infractions of school rules or procedures (e.g. for leaving school without permission). Detention will be served silently while facing the front of the room with students' hands folded on the desk. If a student is assigned a Detention it must be served within the next two days. Students accumulating 12 or more assigned detentions will automatically be placed in one day of In-School Suspension (ISS) followed by 10 school days full probation. Serving the in-school suspension fulfills 8 detentions, and any remaining assigned detentions must be served as directed.

**DISRESPECT:** Actions, words, or gestures which display a lack of regard and/or lack of appreciation for the value, significance, or importance of one's peers or staff members as created in God's image and therefore worthy of one's love, care, and consideration.

**EXPULSION:** Expulsion of a student is the sole responsibility of the Area Board of Education. Normally, other means of correction must have been attempted without resulting in proper conduct, unless the nature of the violation or the pupil's presence causes a continuing danger to the safety of others, a substantial disruption to the learning environment, and other means of correction are not feasible. The decision to expel or retain is reached only after a recommendation by the principal has been heard and the student and/or parent are provided opportunity for a closed hearing with the board. The board may expel a pupil for committing, or conspiring to commit, or cooperating in offenses related to:

1. Damage to or theft of school or private property.
2. Infliction of or threatened physical injury to another person.
3. Possession or sale of weapons or drugs including alcohol.
4. Disruption of school activities or the school learning environment.
5. Failure to abide by school rules (demerit accumulation of 40 demerits).
6. Starting a fire or bringing materials into the school that would start a fire.

**PROBATION (FULL):** A Full Probation may be imposed by the principal or his/her designee for infractions of school rules or policies when the rules infraction or violation of policies does not necessarily demand suspension and full probation may be assigned in conjunction with suspension. Full Probation involves:

1. A parent/guardian conference by phone or at a mutually scheduled meeting.
2. A possible written contract indicating the consequences of being sent or referred to the office for ANY disciplinary matter during the probation period.
3. Exclusion from participation or attendance in any extra-curricular activities until the probation is successfully completed. This includes athletic competition, activity events, and school functions (speech, drama, club activities, dances, etc).
4. Probation time served is based on school days actually attended by the student.
5. Any student who is placed on probation or In-School Suspension during the summer months will have the following options:
  - a. Complete up to 3 days of work at school as assigned by administration and supervised by maintenance staff, then complete remaining days of probation based on the CODE OF CONDUCT during the summer months.
  - b. If assigned In-School Suspension, serve the In-School Suspension days (as mandated by the CODE OF CONDUCT) by working at school and then, complete their probation days as stated in the CODE OF CONDUCT.
  - c. Wait until school begins in the fall and serve their suspension and/or probation as stated in the CODE OF CONDUCT.
6. Possible referral to the counselor or other staff for assistance in improving behavior.
7. Students may serve a day of their probation whenever Teacher In-Service Days or vacation days are scheduled and when the custodial staff is at work. The student will report to school at 8:00 A.M., follow directions of

maintenance staff, and satisfactorily complete assigned duties in the school until 3:00 P.M. to fulfill a day of probation.

8. For students involved in a sport or activity, days of athletic competitions or activity performances (including speech, drama, club activities, and dances, etc) occurring on Saturday, Sunday, student vacation, or Teacher In-Service days will count as a day of probation.
9. Any student who self-reports an incident that would result in In-School Suspension or probation may receive up to 3 days reduction in probation. A student must self-report the incident by 8:05 A.M. or immediately upon reporting to school the next school day after the incident occurs to be eligible for the self-reporting probation reduction.

**PROBATION (LIMITED):** Limited probation may be imposed by the principal or his/her designee for infractions of school rules where the infraction does not necessarily warrant a full probation. Limited probation involves:

1. Parent/guardian conference by phone or at a mutually scheduled meeting.
2. Possible referral to the junior high coordinator, counselor, or another staff member for assistance in improving behavior.
3. Full or limited exclusion from participation in extra-curricular activities and school events.

Full or limited duration of probation as directed by the CODE OF CONDUCT.

**HARASSMENT, BULLYING, AND DISCRIMINATION:** Any electronic, written, verbal, or physical conduct toward a student or staff member which creates an objectively hostile school environment that meets one or more of the following conditions:

1. Places an individual in reasonable fear of harm to their person or property.
2. Has a substantially detrimental effect on an individual's physical or mental health.
3. Has the effect of substantially interfering with the person's academic/teaching performance.
4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or advantages provided by the school.

Harassment, bullying, and discrimination based upon any actual or perceived trait or characteristic of the student/staff member including, but not limited to race, religion, creed, color, gender, marital status, citizenship, geographic location, socioeconomic status, national origin, ancestry, age, political party preference, political belief, familial status, physical attributes, physical or mental ability or disability, sexual orientation and gender identity and which create an objectively hostile school environment are prohibited. The CODE OF CONDUCT and its array of consequences may apply to actions occurring both inside and outside the school that create a hostile educational environment for students or staff of the Saint Albert Schools.

**IN-SCHOOL SUSPENSION (ISS):** The principal or his/her designee may specify the imposition of an In-School Suspension for a period not to exceed three school days. In-School Suspension may be imposed for infractions of school rules or policies. Before making a decision to suspend a student, the administrator shall notify the accused student of the charges against him/her and shall afford the accused an opportunity to speak in his/her defense. If a student accumulates 12 unserved detentions they will automatically be placed on one day of In-School Suspension followed by 10 days full probation. In such cases, serving in-school suspension fulfills 8 detentions. Saint Albert School reserves the right to charge the student and family the expense of a substitute teacher to supervise the individual(s) serving In-School Suspensions. In-School Suspension involves:

1. A parent or guardian conference by phone or at a mutually scheduled meeting.
2. Exclusion from participating in and attending all extra-curricular activities and school events until the probation is successfully completed.
3. Full probation following in-school suspension.
4. Assistance in improving behavior through counseling.
5. All In-School Suspension days are served first with the assigned probation days to follow. For example, if assigned 3 days of In-School Suspension and 15 days probation, you must serve the 3 days of In-School Suspension before beginning the 15 school days of probation.
6. Any student earning probation or in-school suspension during the summer months will have the following options:

- a. Complete probation by fulfilling up to 3 days of assigned work at school, then completing the remaining probation days by working at school during the summer months as directed by CODE OF CONDUCT.
- b. Serve the In-School suspension days (as mandated by the CODE OF CONDUCT) by working at school, then complete the assigned probation days as stated in the CODE OF CONDUCT.
- c. Wait until school begins in the fall and serve the assigned probation days as stated in the CODE OF CONDUCT.

**LACK OF COOPERATION/INSUBORDINATION:** Failure to follow clear, consistent expectations or reasonable directions when prompted or redirected by a teacher, administrator, or staff member.

**MORNING (AM) DETENTION RULES:** The following rules are to be followed for All-School & Morning Detentions:

1. Detention begins at 7:15 A.M. (Tuesday – Friday)
  - a. If a student is not in the detention room by 7:15 A.M., they will not be allowed to fulfill the consequence on that day. Any detention missed following last (written) notice, will be doubled.
  - b. Students who are not in compliance with the dress code (including students with 01 P.E. class) when reporting for their consequence will not be allowed to serve their detention on that day.
  - c. Possessions are prohibited during detention and may not be brought into the room. Students should store their possessions in their locker prior to reporting for detention.
2. Detention time is spent in silence. No student communication or activity of any sort is permitted except when appropriately acknowledging the supervisor's direct questions or instructions.
  - a. Talking or making noises of any sort is prohibited once the student has entered the detention room.
  - b. Non-verbal communication (i.e., looking around the room, making eye contact, facial expressions, hand gestures, etc.) is prohibited.
  - c. Students must face the front of the room with hands folded on desk.
  - d. Students must remain awake, alert, and attentive or they will be removed from detention without receiving credit for serving their consequence.
  - e. Students who put their head down on the desk will be removed from detention and will not receive credit for serving their consequence.
  - f. Detention time will not be used to complete homework or work for/with another teacher.
  - g. Students who take their hands off the desk during detention will be removed and will not receive credit for serving their consequence.
  - h. Any act that disrupts detention is unacceptable, and the student will be removed from detention and will not receive credit for serving their consequence.
  - i. Detention ends at 7:45 A.M. Students will be informed when the detention period has ended.
  - j. Students asking about the time will be removed from detention and will not receive credit for serving their consequence.
  - k. Attendance is taken at the end of Detention.

**OFFICE REFERRAL:** Please refer to Administrative Referral definition.

**OUT-OF-SCHOOL SUSPENSION:** Out-of-School Suspension is used when other disciplinary methods have failed or when the student's presence is a threat to other students, a substantial disruption to teaching and learning, or detrimental to the safe and orderly operation of the school. Parents will be notified promptly of the suspension and of the facts leading to the decision to suspend. A student or parent may appeal a suspension as per school board policy. Upon returning following an out-of-school suspension, the student is placed on full probation.

**POSSESSION:** Possession is defined as owning, having or being in control of material either physically (on one's person) or within one's personal sphere of influence (in lockers, vehicles, bags, etc.). In alcohol situations, possession is defined as being on the premises where alcohol is served or consumed illegally.

**RESTITUTION:** Restitution is defined as the replacement cost involved in replacing, or repairing a victim's incurred loss or damage. Arrangements for the determination and payment of restitution must be made between the student's family and the injured/damaged party.

**SEXUAL HARASSMENT BY STAFF MEMBER:** Unwelcome sexual advances, requests for sexual favors, or other verbal, electronic, or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's safety, education, or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic or activity decisions affecting that student;
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive educational environment.

**SEXUAL HARASSMENT BY STUDENT:** Unwelcome sexual advances, requests for sexual favors, or other verbal, written, graphic, electronic, or physical conduct of a sexual nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim (see harassment, bullying). While the harasser's intent will be considered, the victim's perceptions and administrator's assessment of the advances, requests, or conduct determine the existence or absence of sexual harassment. Sexual harassment may include, but is not limited to:

- Submission to conduct is made either implicitly or explicitly a term or condition of the student or staff member's safety, education, or benefits;
- Demeaning jokes, stories, or activities directed at the students that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Conduct that has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive educational environment for students or staff members.

**STUDENT CONTRACTS:** Students with discipline and/or attendance problems may be put on contract. During a conference with a student and his/her parent, the administration will state in a written contract the guidelines to be followed.

**TARDY:** Late to school or class without appropriate excuse, pass, or permission. Students are expected to be in class, on time, with materials, ready to learn when the bell signals the beginning of class.

**TUESDAY NIGHT DETENTION:** The purpose of Tuesday Night Detention is to have students realize that earning multiple detentions is unacceptable for a Saint Albert student. The goal is to change student behavior by attending Tuesday Night Detention:

- Discussion of previous behavior(s) that require improvement or must stop.
- Review of the rules in the CODE OF CONDUCT
- Discussion of ways to improve future behavior.

The following rules are to be followed for Tuesday Night Detention:

1. Tuesday Night Detention begins at 3:15 P.M. and ends at 6:00 P.M.
2. If a student is not in the Tuesday Night Detention room by 3:15 P.M., they will not be allowed to serve on that day. It will then be doubled to two Tuesday Night Detention sessions.
3. Students, who are not in compliance with the dress code, will not be allowed to serve on that day.
4. Tuesday Night Detention eliminates student eligibility to participate in any other school activities that night including practice, games, competitions, or any school functions.
5. Tuesday Night Detention may include teaching correct behavior, instruction on the CODE OF CONDUCT, classroom rules, and encourages student adherence to the rules.
6. Students are allowed to do school work during this time, and may be asked to do other activities that are requested by the moderator to help with school service projects during the time they are at Tuesday Night Detention.
7. Attendance is taken at the end of Tuesday Night Detention.

**TRUANCY:** Unauthorized absence from school or class. Truancy includes, but is not limited to unexcused absence from school, skipping class, or presence in the hallway, restroom, or locker rooms without appropriate permission.

**UNACCEPTABLE USE OF TECHNOLOGY:** Includes, but is not limited to violating school guidelines for accessing or using personal or school technology resources as well as inappropriate personal use of school or public technology resources that violate state or federal laws. Students and families should recognize that the use of technology in ways that bully, harass, demean, or threaten others violates the CODE OF CONDUCT when it disrupts the learning environment or creates a hostile environment for students or staff members of the Saint Albert Schools.

**VIOLATING PROBATION:** Occurs when a student's behavior violates the CODE OF CONDUCT or requires their removal from class. Violating probation earns:

1. Parent Notification.
2. One additional day of In-School Suspension per probation violation.
3. Probation days restart following In-School Suspension with an additional five probation days added per additional probation violation.
4. Assistance in improving behavior through counseling and interaction with administrators.